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GENERAL POLICY

It is the policy of Howard University Middle School of Mathematics and Science (HUMS) that a safe environment conducive to learning shall be maintained. To build and maintain this environment, HUMS shall provide students, Families, and staff with clear expectations and rules for appropriate school behavior. These rules must balance the responsibilities and rights of individuals and the duties and rights of the school community.

These rules must reflect the individual's responsibility for contributing to a safe environment conducive to learning and the need for mutual respect and cooperation among all segments of the school community.

HUMS is committed to helping students learn the expectations and rules for appropriate school behavior and the range of disciplinary responses for inappropriate or disruptive behavior. HUMS will recognize and encourage students who exhibit appropriate, non-disruptive behavior. HUMS will encourage prevention and intervention strategies to prevent inappropriate behavior. To that end, all available resources, subject to budgetary limitations, shall be utilized, including preventive responsive interventions that support students' needs.

When a student's behavior disrupts the school community's safe learning environment, HUMS will use various disciplinary responses to change and manage inappropriate behavior. HUMS will work with students to correct inappropriate behavior in administering disciplinary responses. Students will be encouraged to reflect on their actions, learn from mistakes, and sort any relationships that have been negatively impacted.

Whenever possible, prevention, intervention, and remediation strategies shall be used in addition to disciplinary responses at all stages of the disciplinary process, including students transitioning from Suspension or Expulsion.

HUMS reserves the right to maintain the safety of all staff and students in and outside the building. Safety measures include a random search of lockers, the searching bags, or anything brought into the building, creating Safe Passage and zones to and from school.

HUMS shall Schoolm family members in efforts to determine the causes of misbehavior and support appropriate school behavior.

Options for prevention, intervention, and remediation shall include, but not are not limited to:

- (a) Anger management.
- (b) Attendance intervention plans.
- (c) Behavior intervention plan.
- (d) Behavior log/behavior progress report.
- (e) Behavior redirection.
- (f) Community conference.
- (g) Community service.
- (h) Conflict resolution.
- (i) Crime awareness/prevention programs.
- (G) Diverse instructional strategies.
- (k) In-school program restructuring (schedule change).
- (l) Individual or group counseling.

- (m) Intervention by the guidance of a counselor or men of tal health professional.
- (n) Mediation, including teacher/student mediation and multi-party dispute resolution;
- (o) Mentoring.
- (p) Parent conference.
- (q) Parent observation of the student.
- (r) Positive behavior support.
- (s) Positive feedback for appropriate behavior.
- (t) Problem solving support
- (u} Referral to community-based organizations
- (v) Referral to substance abuse counseling service.
- (w) Rehabilitative programs
- (x) Restitution.
- (y) Restorative Justice strategies
- (z). Social skills instruction
- (aa) Student support team meeting; and
- (bb) Other appropriate intervention strategies.

HUMS decisions regarding student behavior and discipline shall respect individuals and minimize disruption to the learning environment.

HUMS shall provide a fair and consistent approach to student discipline within the context of students' responsibilities, as further articulated in these rules.

Disciplinary responses shall be logical, appropriate, and instructive.
Disciplinary responses shall consider factors such as:

(a}

(b.)
(c)
(d)

(e)
(f)
(g)
(h}
{i)

The nature of the infraction.

Circumstances relating to the infraction.

The student's behavioral history

Previous participation in counseling or conflict resolution efforts such as peer mediation.

Whether injury occurred

Whether a weapon or controlled substance was involved

The safety of other students and staff.

The educational needs of other students.

The education student's educational needs (including those enumerated in an IEP or an I.E.P. issued according to § 504 of the Rehabilitation Act of 1973, approved September 26, 1973. (87 Stat. 3.55; 29 U.S.C.794) U.S.C.

Disciplinary responses should be aimed, to the extent practical under the circumstances, to enable students to continue their instructional program. Disciplinary responses shall include, but not be limited to, the following strategies:

- (a) Verbal redirection/reprimand.
- (b) Teacher/student conference.
- (c) Parental contact (written or by phone).
- (d) Parent conference.
- (e} Temporary removal of the student from the classroom

- (f) Behavior contract.
- (g) An in-school short-term suspension (1 – 5 school days)
- Out-of-school Suspension (six (6)- ten (10) school days)
- (k) Out of school Suspension (eleven (11) days)
-
- (l) Expulsion (Out of School Suspension for one calendar year).

Students shall receive adequate and timely notification of student infractions and disciplinary responses.

A copy of the HUMS2 policies and rules regarding student discipline shall be distributed or made available to students and parents within thirty (30) days after the start of each school year or upon initial enrollment, whichever occurs later.

A copy of the HUMS2 policies and rules regarding student discipline shall be distributed or made available to school staff within thirty (30) days after the start of each school year, or upon initial employment) whichever occurs later.

All oral communications, including conferences, appeals, hearings conducted with any student, parent, or guardian shall be undertaken with interpretation services when necessary to ensure effective communication. Interpretation services should include a qualified interpreter or HUMS staff member fluent in the individual's language. A certified sign language interpreter shall be provided for any student, parent, or guardian who is deaf or hard of hearing upon request.

All written documents concerning the disciplinary process shall be considered vital and provided to any student, parent, or guardian *in* a way that he or she can understand. For individuals with limited or no English Proficiency, documents shall be provided in the individual's language. For individuals with vision impairments, reasonable accommodations shall be made to provide documents in a manner accessible to the individual) including but not limited to Braille, large type, audio recording, or some other suitable electronic media.

APPLICABILITY

The provisions of this policy shall be enforceable by school authorities as follows:

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-) (e)

When the student is on school grounds or any part of the Howard University campus
 When the student is on or off school grounds participating in or attending any function or activity, including field trips, class trips, extracurricular activities, or athletic contests, that are sponsored by or are under the auspices of HUMS2.

When the student is off school grounds and traveling on transportation provided by HUMS, the activity involves any conduct prohibited by this policy.

When the student commits a prohibited offense that occurs before school Schooler-scSchoolrograms and

When a student has committed a prohibited offense off school grounds or outside regular school hours that results in a **significant disruption to the**

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GROUNDS FOR DISCIPLINARY ACTION

Tier I Behaviors

Tier I behaviors are those behaviors that are insubordinate or cause minor disruptions to the

academic environment but do not involve damage to school property or harm to self or others. Tier I behaviors result in classroom-level disciplinary responses that may be elevated to administrative response if they are not successfully abated by the teacher or the appropriate school-level staff.

- (a) The following behaviors shall be considered Tier I behaviors:
- (1) Non-compliance with approved dress code/uniform policy.
 - (2) Off-task behaviors that demonstrate disengagement from classroom learning.
 - (3) Behaviors that disrupt or interfere with classroom teaching and learning.
 - (4) Unexcused lateness for school.
 - (5) Inappropriate displays of affection.
 - (6) Excessive noise in the classroom, hall, or school building;
 - (7) Horse playing or running in the classroom, Hall, or school building;
 - (8) Communicating with staff and peers in a manner that is not polite, courteous, or respectful;
 - (9) Directing profanity or obscene/offensive gestures toward peers
 - (10) Refusal to comply with staff instructions, or classroom or school rules and
 - (11) Any behavior or other conduct not specifically enumerated in any other tier in this policy that is insubordinate or causes minor disruption to the academic environment but does not involve damage to school property or harm to self or others.
- (b) Disciplinary responses for Tier I behaviors shall include:
- (1) Verbal redirection **or reprimand**;
 - (2) Teacher/student conference;
 - (3) Parental contact in writing or by phone;
 - (4) Teacher/parent conference
 - (5) Temporary Removal of Student from Classroom
 - (6) Detention after school;
 - (7) In-School Disciplinary Action;
 - (8) Behavior contract and
 - (9) Other school-based consequences as approved by the school administration

Tier II Behaviors

Tier II behaviors are those behaviors; not specifically enumerated in any other tier in this policy that causes disruption to the academic environment, involve damage to school property, or cause minor harm to self or others. Tier II behaviors result in school-based and administrative disciplinary responses.

- (a) The following behaviors shall be considered Tier II behaviors:
- (1) Using computer/office equipment without permission;
 - (2) Intentional Misuse of School Equipment/Supplies/Facilities;
 - (3) Possession or unauthorized use of portable electronic devices during school hours (e.g., cell phones, smart watches, etc.);
 - (4) Leaving the classroom without permission
 - (5) Unexcused absence from class

- (6) Unauthorized presence in the hallway during class time;
- (7) Inappropriate or disruptive physical contact between students;
- (8) Directing profanity or obscene/offensive gestures toward staff;
- (9) Throwing objects that may cause injury or damage to property;
- (10) Any behavior or other conduct not specifically enumerated in any other tier in this policy that disrupts the academic environment involves damage to school property or may cause minor harm to self or others and
- (11) The documented pattern of (3 or more instances of) Tier I Behavior. Disciplinary responses for Tier II behaviors shall include:
 - (1) Verbal redirection or reprimand;
 - (2) Teacher/student or administrator, student conference
 - (3) Parental contact in writing or by phone;
 - (4) Administrator/parent conference;
 - (5) Temporary Removal of Student from Classroom;
 - (6) In-School Suspension;
 - (7) Behavior contract
 - (8) Other school-based consequences as approved by the school administration

Tier III Behaviors

Tier III behaviors are those behaviors not specifically enumerated in any other tier that cause significant disruption to the academic environment or cause harm to self or others. In addition to lesser consequences. Tier III behaviors will result in either In-school or Out of school

- (a) Schoolsion.Schoolollowing behaviors shall be considered Tier III behaviors:
 - (1) inappropriate Use of HUMS Computer or Network (restricted websites, offensive emails)
 - (2) Sale or distribution of **any item** in the school Schoolt autSchooltion;
 - (-3) Possession or Distribution of obscene or pornographic material on school premises;
 - (4) Possession or Use of tobacco or incendiary devices (lighters. matches);
 - (5) Use of alcohol;
 - (6) Use of marijuana, controlled dangerous sub-stances, imitation oontro-1led substance&, inhalants, other intoxicants, or drug paraphernalia;
 - (7) Unauthorized possession, use or Distribution of over-the-counter medication
 - (8) Verbal, written, or physical Threat to person or property (including on social media and including intimidating postures);
 - (9) Obscene. seriously offensive or abusive language or gestures;
 - (10) Causing disruption on school property or the Howard University campus or at any HUMS-sponsored or supervised activity;
 - (11) Gambling;
 - (12) Communicating slurs based on actual or perceived race, color, or religion) national origin. sex, age, marital status personal appearance, sexual orientation, gender identity or expression, familial status. family responsibilities. malricnlation, political affiliation, genetic information

disability, source of income, status as a victim of an intrafamily offense. or

place of residence or business: including derogatory sexual language;

- (13) Engaging in Sexual Acts on school premises or at school-related functions
 - (14) Leaving school Schoolt perSchooln;
 - (15) Academic Dishonesty (cheating, plagiarizing, utilizing electronic media to obtain answers to assessments, taking assessments for others)
 - (16) Forgery;

 - (17) Lying to or giving misleading information to school staff;
 - (18) On-line Posting or distributing material or literature that is disrespectful, demeaning, humiliating, or damaging to HUMS students and/or staff. This includes posting material on the Internet, on social media, sending or sharing social media posts, email (via email or cell phone, tablet);
 - (19) Engaging in behavior that demonstrates Gang/neighborhood crew affiliation {displaying clothing or gestures associated with Gangs}; (20) Hazing;
 - (21) Bullying, or using humiliating or intimidating language or behavior, including Cyber-bullying;
 - (22) Possession of tools or instruments which school administrators deem could be used as weapons;
 - (23) Engaging in reckless behavior that may use harm to self or others;
 - (24) Extortion;
 - {25} Fighting where there is no injury and no weapon;
 - (26) Trespassing, including Howard University grounds, without HUMS staff supervision
 - (27) Any behavior or other conduct not specifically enumerated in any other tier in this policy that causes significant disruption to the academic environment or causes harm to self or others
 - (28) Documented pattern of Persistent (3 or more incidents) Tier II Behaviors
- (b) Disciplinary responses for Tier III behaviors shall include;
- (1) Teacher/student conference or administrator/student conference
 - (2) Parental contact (written or by phone);
 - (3) Parent conference;
 - (4) Temporary Removal of Student from Classroom
 - (5) Behavior contract
 - (6) In-School Disciplinary Action
 - (7) Out of school Short-Term Suspension, except in response to unexcused tardiness or absence; or
 - (8) Out of school Medium-Term Suspension. except in response to unexcused tardiness or absence;

Tier IV Behaviors

Tier IV behaviors are those not specifically enumerated in any other Tier in this policy that disrupts the school operation. destroy school property or cause significant harm to self or others. Tier IV behaviors result in out-of-school suspension following behaviors shall be considered Tier IV behaviors:

- Acts of vandalism., destruction of property, or graffiti (tagging)
- A documented theft of school SchoolsonalSchoolrty without force;
- Interfering with school authorities or participating in a major disruption of the

school/Schoolschool'sooperationSchool'singng, or altering an official record or document of the school

- Schooltent Schoolment based on actual or perceived race. color: religion: national origin, sex} age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, dis.a.bi lily. source of income, status as a victim of an intrafamily offense, or
 - place of residence or business.
 - Lewd or indecent public behavior or sexual misconduct.
 - Sexual Harassment.
 - Retaliation for reporting ng Harassment and Sexual Harassment.
 - Inciting others to violence or disruption.
 - Activating False alarm.
 - Contaminating food.
 - Possession of a weapon or replica or imitation of a weapon (including Waler guns), other than weapons, is subject to the requirement; of the Gun-Free Schools Act.
 - Using an article that is not normal is considered a weapon to intimidate or threaten another individual.
 - Destroying school property
 - Acts of Exceptional Misconduct at other schools in Washington, DC.
 - Vandalism/destruction of property over \$500.
 - Possession of, Selling, or Distributing marijuana, prescription drugs, controlled dangerous substances, controlled substances, inhalants, other intoxicants, or drug paraphernalia.
 - The Possession or Distribution of Alcohol.
 - The Possession of Drug paraphernalia. Or controlled substance, irrespective of the amount under the criminal statutes of the District of Coh lmbia, codified at D.C. OfficiD.C.ode§ 48- 1101 *et seq.* (2001)
 - Causing disruption or damage to the school'Schoolschool'sool'sr netSchool'srsession of fireworks or explosives.
 - Theft or attempted theft using force. coercion, intimidation or threat of violence
 - Assault or physical attack on student or staff.
 - Fighting, which results in a physical injury. Participating in a group fight that has been planned causes major disruption to the school day or results in bodily injury.
 - Use. Possession, or bringing a loaded or Schooled firearm to school,SchoolfinedSchool O.S.C. § 92O.O.S.C., including but not limited to pistols, blank pistols, and starter pistols. revolvers, rifles, and shotguns.
 - (2} Any behavior that violates the Gun-Free Schools Act
 - (3} Deliberate acts that cause severe physical injury to another person (s).
- (b) Assault with a weapon; Weapons include, but are not limited to:
- Weapons enumerated in D.C. OfficiD.C.ode §22-4514 (2001)
 - Firearms as enumerated in 18 U.S.C. § 921 (2000)
 - Knives (e.g. bowie, dirk, lock blade hunting, pen, pocket switchblade, utility. boxcutter. etc.);
 - Martial arts devices (e.g. Chinese stars' nun-chstars' etc.);
 - Air'gun, bb gun, paintball gun;
 - Other weapons or instruments designed to be or

commonly used *as* weapons (e.g., chains, clubs, knuckles, nightsticks, pipes, studded bracelets, mace, pepper spray, taser);

- Mace, pepper spray, tear gas
- Explosives;
- Slingshot
- Bullets;

- (1) Commission or attempted commission of any act of sexual assault or sexual aggression.
 - (2) Arson.
 - (4) Biohazard.
 - (5) Bomb threat.
 - (6) Any other intentional use of violence, force, coercion, Threats, intimidation, or other comparable conduct which causes *or attempts* to cause severe physical injury, substantial disruption, or obstruction of any lawful mission, process, or function of the Howard University Middle School of Mathematics and Science.
 - (25) Documented pattern persistent (2 or more incidents) Tier IV Behavior
- (b) Disciplinary responses for Tier IV behaviors include:
- Out of school Short-Term Suspension or (1) Out of school Medium Term Suspension or
 - (2) Out of school School Term School Suspension/ulSION

POLICY FOR Disciplinary ACTIONS

Deans of students shall ensure that accurate, appropriate documentation is maintained of all disciplinary actions in Kickboard and Educators Handbook. At his or her discretion, the principal may review and modify any proposed disciplinary action. Disciplinary responses for all tiers of behavior may be assigned only after consideration of the factors involved in the inappropriate behavior as outlined and after consideration of prevention, intervention, and remediation responses. Disciplinary responses for students with disabilities shall be imposed in compliance with IDEA laws. Records of all disciplinary actions taken should be maintained for each student in a student discipline file that is separate from the student's offstudent'sord and cumulative file. Disciplinary records are primarily for the use of the school Schoolhe stSchoolcurrently attends. The school SchoolmaintSchooldisciplinary records until the student is promoted to the next educational level.

POLICY FOR SUSPENSIONS AND EXPULSIONS

The principal shall consider all extenuating circumstances before recommending expulsion. A student may be suspended before a conference if he or she contributes to an emergency in the school. SchoolergenSchool exist either because of general conditions in the school School a seSchoolf fires or false alarms; manifestly high level of student tension; an increasing number of fights or physical attacks; a large number of abuses of property) or because the behavior of an individual student is so disruptive or dangerous that he/she poses a genuine and immediate threat to the health and safety of other members of the school community or to the ability of the school community or the school Schooltion Schoolf to continue normal operations.

A student may be expelled from HUMS only for the commission of a Tier IV infraction. Students who have been suspended or expelled shall not be eligible to participate in any school function for the duration of SuspensionensSuspensionulSION. The only extciaion sshall be for system-wide testing.

A student who has been suspended or expelled shall have access to an Education plan as follows:

1. If a student is suspended for fewer than 11 days, the dean of students initiating the suspension shall provide an education plan that meets the student's needs and allows the student to make up any class and/or homework assignment and exams without penalty.

Restitution and/or school service may be required in any case involving school property (e.g. arson, vandalism, burglary, robbery). The amount of restitution or type of school service shall be determined by the principal.

If a student's suspension is for a period exceeding the number of school days remaining in the school year, any remaining part of the suspension may be applied to the succeeding school year.

Students younger than age 14 who have been suspended or expelled shall not be allowed to leave school grounds during school hours unless accompanied by a parent or guardian, or his/her designee. If the parent or guardian of the suspended student cannot be notified by phone nor in person, the student must remain at school the school day.

If the parent or guardian of a student who has been suspended or expelled cannot be contacted by phone or in person before the next school day, and the student arrives at school, he or she must remain in the school building until a parent or guardian can be contacted and given a reasonable opportunity to arrange for proper supervision of the student or until the end of the school day. The student may be segregated and must be appropriately supervised during this time. Any such day will count toward fulfilling the term of the student's suspension.

A student may be expelled from HUMS only for the commission of Tier IV Infraction.

Students who have been suspended or expelled shall not be eligible to participate in any school function for the duration of their Suspension or Expulsion. The only exceptions shall be for the system will be testing.

A student who has been suspended or expelled shall have access to an Education plan as follows.

- (a) If a student is suspended for fewer than eleven (11) days, the dean of students initiating the suspension shall provide an Education Plan that meets the student's needs and allows the student to make up any class and homework assignments and exams without penalty.

Restitution and/or school service may be required in any case involving school property (e.g., arson, vandalism, burglary, robbery). The amount of restitution or type of school service shall be determined by the Principal.

If a student's suspension or expulsion is for a period exceeding the number of school days remaining in the school year, any remaining part of the term of the Suspension or Expulsion may be applied to the succeeding school year.

Students younger than the age of fourteen (14) who have been suspended or expelled shall not be allowed to leave school grounds during school hours unless accompanied by a parent or guardian, or his or her designee. If the parent or

guardian of a suspended student cannot be notified by phone or in person, the student must remain at school the school day.

If the parent or guardian of a student who has been suspended cannot be contacted by phone or in person before the next school day, and the student arrives at

school. School she Schoollremain in the building until a parent or guardian can be contacted and given a reasonable opportunity to arrange for proper supervision of the student or until the end of the school day. The student may be segregated and must be appropriately supervised during this time. Any such day will count toward fulfilling the term of the student's suspension for Expulsions

Authority to impose Suspensions and Expulsions is as follows:

- (a) In school Short-Term Suspension may only be authorized by the Dean of Students or a person designated by the Principal .
- (b) Out of school Short-Term Suspension may only be authorized by the assistant principal of the Principal .
- (c) Out of school School-Term Suspension may only be authorized by the assistant principal of the Principal .
- (d) Out of school Long-Term Suspension may only be authorized by the assistant principal of the Principal .
- (e) Expulsion, except for violations relating to the Gun-Free Schools Act, may be proposed and may only be authorized by the Principal .

Any student who is to be suspended or expelled shall be given a conference with the school official responsible for proposing the disciplinary action prior to the Suspension or Expulsion.

The conference shall include a discussion of the following:

- (a) The grounds for disciplinary action as referred to in this policy including a citation of the rule(s) upon which the action is based, and a description, in reasonable detail of the facts and events upon which the disciplinary action is proposed;
- (b) An explanation of the evidence or facts upon which the school official has determined that the student has committed an infraction, as defined in this policy. Including a summary of the recommended disciplinary action
- (c) An opportunity for the student to present the student's version of the facts or to explain the events or action upon which the alleged infraction is based;
- (d) The decision regarding the infraction and the recommended disciplinary action to be provided after the student has had an opportunity to present his or her version of the facts and/or to explain the events or actions upon which the alleged infraction is based;
- (e) If the principal is recommending Long-Term Suspension or Expulsion, the Principal shall report his or her findings and recommendations from the conference in writing to the student and parent or guardian. The Principal shall also inform the student and parent or guardian in writing of disciplinary hearing procedures, appeal rights, the intervention supports available to the student, and the requirements for readmission where applicable.
- (f) The conference may include the parent or guardian, witnesses, and/or legal representative, but participation by such party(ies) shall not be required.
- (g) Students and parent or guardians shall be provided written notice of all Suspensions and Expulsions as follows;
- (h) No student may be suspended or expelled, including In-school Suspension, without written notice to the adult student or minor student's parent or guardian.
- (i) Following the oral notice provided to parents or guardians pursuant to verifiable written notice using contact information provided by the parent or guardian (e.g. email, certified mail, or hand delivered mail with a signature receipt) of all authorized or proposed Suspensions and Expulsions must be sent to the parent or guardian or to the adult student no later than one (1) school day after the decision by the Principal or a person designated by the Principal to authorize or propose Suspension or Expulsion. The notice must inform the parent or guardian of the identity of the person who has the authority to modify or rescind the proposed Suspension or Expulsion.
- (j) The notice must also include a description of the infraction including a citation of the rule(s) upon which the action is based, a summary of the facts, the length of the proposed Suspension or Expulsion, the Education Plan or Alternative Educational Setting and a description of the student's right to appeal or to a hearing.
- (k) A student who has been given a notice of proposed Expulsion may be immediately placed in Suspension or Expulsion in accordance with the rules and procedures set forth in this section.

A student who has been suspended for fewer than eleven (11) days.

may appeal the Suspension as follows:

- (a) All appeals must be made by the student's parent or guardian orally or in writing to the Principal no later than two (2) school days after

receiving the notice of suspension and may be made prior to receiving formal written notice of the suspension. Suspension made orally shall be put in writing by the person receiving the request

- {b} All appeals will be heard by the Principal no later than one (1) school day after the appeal is requested. Upon request of the student's guardian, the time for the appeal may be extended up to three (3) school days. The appeal may be held by telephone upon request of the parent or guardian if necessary due to health, work, or childcare.
- (c) The student and his or her parent or guardian may present evidence and ask witnesses to speak.
- (d) At the conclusion of the conference, the Head of school shall render a final decision.
- (e) No more than one (1) school day after the conference, the Principal shall give the student and his or her parent or guardian a written summary of the conference proceedings, including the final decision.

A student who has been suspended for eleven (11) days or more or who has been expelled shall have a disciplinary hearing.

Once a hearing is scheduled the student shall be placed in suspension or another appropriate placement until the conclusion of the hearing and appeals processes.

PROCEDURES FOR DISCIPLINARY HEARINGS

Disciplinary hearings shall be held at a time and place that is reasonably convenient to the student and parent or guardian.

For Long-Term Suspensions and Expulsions, the hearing shall be held not more than four (4) school days after a written notice regarding disciplinary action is provided to the parent or guardian or adult student, except that the hearing may be postponed for not more than five

(5) school days upon the request of the adult student, minor student's guardian, or his or her representative) where postponement of the hearing is necessary to prepare for the hearing. provide for the hearing to provide for the attendance of necessary parties, including interpreters. Written notice shall be provided to the parent or guardian of the date, time, and location of the hearing immediately upon scheduling the hearing.

The hearing shall be closed to the public unless the parent or guardian or adult student requests an open hearing.

The student shall have a right, but shall not be required, to have a representative or legal counsel selected by the parent or guardian or adult student

The student, parent or guardian, or representative shall have the right to question *any* witness

or challenge any documentary evidence.

The parent or guardian or adult student shall have the opportunity to present testimony and documentary evidence, including the opportunity to call any witness to present testimony relevant to the disciplinary action or other school system recommendation. The right to call witnesses shall include the right to require the presence of any involved school official. It shall be the burden of the student to show by a preponderance of the evidence that the student did commit the infraction(s) upon which the disciplinary action is based.

The hearing officer shall ensure that all due process procedures have been

followed or waived.

The hearing officer may question any witness or party and shall examine all documentary evidence.

The hearing shall not be conducted according to the rules of evidence. However, the hearing officer may exclude any testimony or evidence that is irrelevant or repetitive.

The hearing officer 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 hearing process.

The hearing officer shall make an official electronic audio recording of the hearing, which shall constitute the official record thereof. Upon receipt, a copy of the recording shall be

made available to the parent or guardian, and the principal. This provision shall not preclude a parent or guardian or representative from also recording or transcribing the hearing at his or her expense.

The Principal shall indicate a recommendation of the school the duration of the out-of-school placement.

HEARING OFFICER RECOMMENDATION

Within one (1) school day of the conclusion of a disciplinary hearing, the hearing officer shall issue a written recommendation which shall include the following:

- (a) A statement of the facts, as determined from the testimony and evidence presented at the hearing;
- (b) A conclusion as to whether the required due process procedures have been properly followed or waived;
- (c) A conclusion as to whether the student committed the infraction(s) upon which the disciplinary action is based; and
- (d) A determination regarding the appropriateness of the proposed disciplinary action or a' order for a modification thereof

For Long-Term Suspensions and Expulsions, the Principal shall render a final decision no later than one (1) school day after receiving the hearing officer's recommendation.

If the hearing officer recommends disciplinary action is not warranted, based on the fact that the student did not violate any HUMS rule or policy, the determination shall include an order to destroy all school records regarding the disciplinary action, including any reports that relate to the incident upon which the disciplinary action was proposed, insofar as those reports individually identify the student.

If the hearing officer determines that disciplinary action is not warranted and either: (a) fails to state whether a HUMS rule or policy was violated or, (b) states that a HUMS rule or policy was violated but nevertheless finds, the disciplinary action to be unwarranted, the school shall maintain records concerning the alleged infraction until the conclusion of the school year immediately following the incident.

PROPOSED DISCIPLINE OF A STUDENT WITH DISABILITY

Nothing herein shall exempt a student with a disability from disciplinary action.

In initiating disciplinary procedures applicable to all children, HUMS must ensure that the special education and disciplinary records of the child with a disability are transmitted for consideration by the person or persons making the final determination regarding the disciplinary action. Such documentation may include, but not be limited to (with any required permission from parent/guardian): the student's cumulative file, cumulative file, anecdotal records from teachers or other school personnel, reports or recommendations from health or mental health clinicians.

The removal of a student with a disability from his or her current placement for more than ten (10) school days for disciplinary reasons shall require that a determination be made as to whether the subject behavior is related to or is a manifestation of the student's disability.

If the result of the review is a determination that the behavior of the child with a disability was not a manifestation of the child's disability, the relevant disciplinary procedures applicable to children without disabilities may be applied to the child in the same manner in which they would be applied to children without disabilities.

HUMS may order an immediate removal of a student with a disability from his or her current placement

- (a) To an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline if
 - (1) The student carries a weapon to school or to a school function;
 - (2) The student knowingly possesses or uses illegal drugs or solicits the sale of a controlled substance while at school or at a school function or
 - (3) Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the jurisdiction of HUMS.

HUMS must make a free appropriate public education available to all eligible children with disabilities, including children with disabilities who have been suspended or expelled from school. When a student with a disability is removed from his or her current placement for more than ten (10) school days for disciplinary reasons, HUMS must continue to provide the specialized instruction and related services that are specified on the student's IEP.

III.E.11 Determination Process for Students with Disabilities

Students with disabilities have the same rights and responsibilities as other students and may be disciplined for the same behavioral offenses listed above. If a student commits a behavioral infraction, a multidisciplinary team will hold a manifestation meeting to determine if the incident was a manifestation of the student's disability.

If it is determined that the student's behavior is a manifestation of the student's disability, the student - absent extenuating circumstances - will be returned to his/her educational placement. Restorative practices, behavior plans, and behavior interventions will be put in place to support the student.

If it is determined that the student's behavior is not a manifestation of his/her disability, the student's removal will be reviewed to determine disciplinary action in

accordance with the policies contained in this section.

If the student is approaching their 10th suspension day or shows a pattern of behavior(s), a multidisciplinary team (with IEP) meet to discuss and implement the appropriate restorative practices, behavior plans and behavior interventions to support the student.

Any interim alternative educational setting in which a child is placed must:

- (a) Be selected so as to enable the child to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the child's current IEP that will enable the child to meet the goals set out in that IEP; include services and modifications

designed to address the behavior infraction so that it does not recur.

- (a) Not later than the date on which the decision to take that action is made, the parents must be notified of that decision and of all procedural safeguards accorded by law; and within ten (10) school days of any disciplinary decision to remove a student with a disability from his or her current placement, HEMS, the parent, and relevant members of the child's IEP (including the parent and the HEMS) must review, and relevant information in the student's record concerning the child's performance, teacher observations, and any relevant information provided by the parents to determine:

- (a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability;
- (b) If the conduct in question was the direct result of HEMS's failure to implement the IEP.

If the IEP/HEMS, the parent, and relevant members of the child's IEP determine the behavioral infraction is a manifestation of the child's disability, the HEMS must take immediate steps to remedy those deficiencies.

DEFINITIONS

• **"Alternative Educational Setting"** - an educational program other than that in which the student was placed prior to disciplinary action.

• **"Academic Dishonesty"** - any conduct that unfairly influences academic outcomes including:

- (a) Plagiarism including the adoption or reproduction of ideas, words, or statements of another person or source without giving acknowledgment or credit to the person or source;
- (b) Cheating including any attempt to give or obtain assistance

in with a test or examination, without permission or acknowledgment;

- (c) Deception including giving false information to instructional staff—for example a student giving a false excuse for missing a deadline or making a false claim that an assignment was submitted;
- (d) Fabrication including altering data, information, and documents affecting any student's academic records, forging signatures of authorized instructional staff or falsifying information on an official school document, i.e. report card, letter of permission, petition, class schedule, ID card, or library card; or other official school document;
- (e) Sabotage including creating situations to prevent others from completing their work. For example, destroying another student's work or interfering with the experiments of other students; and
- (f) Unauthorized Access including gaining unauthorized access to computer systems, academic or administrative records and information; viewing or altering records, modifying computer programs or systems, releasing or distributing information gained through unauthorized access.

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Acts of Exceptional Misconduct - any activity that would constitute a felony, gross misdemeanor or misdemeanor under District or federal law

"Assault" - "being physically violent, using unwarranted force, or demonstrating a deliberate and immediate intent to be physically violent towards another. Assault does not include: 1) incidental touching unless it is flagrant, purposeful, repeated, or results in the threat of imminent harm; or 2) Self-defense or the defense of someone else **who** is being assaulted **if** the force used in defense is reasonable in response to the assault.

"Bullying" - repeated intentional behavior that occurs in order to intentionally harm others through verbal or non verbal harassment (physical assault or other more subtle methods of coercion. Such behavior may include, but is not limited to, manipulation, teasing, taunting, threatening, hitting, stealing, destroying personal property, sending threatening/abusive emails, text messages, or other electronic communications.

Redirection, - the transfer to any other person, with or without the exchange of money or other valuables.

"HUMS" - means "Howard University Middle School."

Documented Pattern of Persistent Behavior, repeated commission of the same or similar infraction. Behavioral occurrences in a single class period (for Secondary students) are considered a single infraction. To impose disciplinary action using this standard, prior infractions must be documented no later than one school day after the occurrence of each infraction. Only infractions occurring within the current school year shall be considered in the assessment of whether a pattern of behavior exists.

Education Plan - includes instructional materials and written work sufficient to allow a student the opportunity to earn grades and credits, of the same value as those earned by students attending classes. The plan shall include information regarding accessing support services, such as counseling, mental health services, etc.

Expulsion - the denial of the right of a student to attend any program (or program)

including all classes and school activities

"Extortion or "blackmail" - obtaining or attempting to obtain, money or property from another person, with or without that person's consent, by wrongful use of force or intimidation, or the threat thereof.

• **False Alarm** - triggering a fire alarm or initiating a report of fire or emergency without valid cause, or accessory to this offense.

Physical Fighting - engaging in or provoking physical contact involving anger or hostility.

Fighting includes, but is not limited to, the following

- (a) Engaging in mutual physical contact involving anger or hostility;
- (b) Teasing, harassing, threatening or intimidating others in a manner that results in physical contact involving anger or hostility;
- (c) Physical retaliation for teasing, harassing, threatening, or intimidating behavior; or
- (d) Verbally inciting or physically supporting a fight through one's encouragement or presence.

"Forgery" - forging notes or letters from parents, guardians, teachers, staff members, or office personnel; or the falsification of travel plans or sign-out designations.

• **Playing Cards** - playing cards, dice or games of chance for money or other things of value.

Gang - a group of individuals that are involved in illegal, intimidating or harassing conduct.

'Gang-Free Schools Act', - Federal law requiring states to have a law in place requiring the

Expulsion of a student who is found to have brought a gun to school, 20

U.S.C. § 114111. **'Stalking'** - actions taken against a person for the purpose of being initiated into a group that endangers the mental or physical health, well-being or safety of a student, and results in humiliation, embarrassment, ridicule, intimidation or shame.

"Harassment" - verbal or physical conduct or communication relating to an individual's perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intimate partner violence offense, or place of residence or business, in a manner that denies or limits a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive environment for students, employees, or others in the school environment or interferes with the performance of their job duties or the effective performance of the school's administrative functions of others.

Harassment also includes written or verbal

communications that are electronically transmitted with the intention of creating or causing the same harm described above.

"In-School Suspension" - disciplinary actions such as after-school detention, loss of privileges (including recess), exclusion from extracurricular activities, written reflection, conflict resolution, mediation, or similar actions of short duration that do not result in the student's loss of instructional time.

Unauthorized Use of HEMS Computer or Network - any use of "HEMS" computers or networks in violation of the HEMS Student Internet Safety and Use Policy.

• **"IEP"** - Individualized Education Program as that term is defined in § 602 of the Individuals with Disabilities Education Act, approved June 4, 1997

(11 Stat. 37; 20 U.S.C. § 1400. **"Intentional Misuse of School**

Equipment/Facilities - deliberately misusing school equipment,

.supplies, or facilities, including failure to follow safety rules.

'Limited or non-English proficiency,' the inability to adequately understand or to express oneself in the spoken or written English language

"Long-Term Suspension," - Suspension for eleven (11) school days.

"Short-Term Suspension," - Suspension for six (6) to ten (10) school days.

"Possession," knowingly carrying or having an item on one's person or exercising control over an item, that is prohibited from being on school grounds, that is either in the possession of a third party or has been intentionally placed in a location on or near school property for the purpose of disposing of the item or retrieving the item at a future time.

"Secondary," - grade 6 or higher.

"Self-Defense," defensive behavior that occurs while an Assault is being inflicted on oneself or another and is not more forceful than absolutely needed to deflect the violence suffered and prevent continuing injury or harm to oneself or the other person. Examples of Self-

Defense are detaching gloves without returning them and holding or holding back an attacker to keep him/her from continuing to Assault. Defensive behavior that is considerably more forceful than needed for legitimate Self-Defense may be considered Assault.

"Sexual Assault," any sexual act committed among two consenting parties.

"Sexual Harassment," - deliberately harassing another person for sexual reasons or in a sexualized manner with unwanted attention, touching, or verbal comments such that the person is uncomfortable, intimidated, or threatened by the behavior.

"Short-Term Suspension - In school or Out of school," Suspension for one (1) to five (5) school days for Secondary students

"Suspension," - the denial of the right of a student to attend

any school or program, including all classes and school activities

"Temporary Removal from Classroom," - removal from the student's classroom for less than half a school day, not to extend beyond the time of dismissal on the day of the disciplinary action. During any such removal, the student shall be supervised and provided with instructional materials.

"Threat," the communication of an intention to intimidate, harass or inflict violence, harm or terror on an individual or group of individuals, directly or indirectly, whether by physical,

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verbal, written, telephonic, or electronic actions, which cause the other person to believe his or her life or safety, or property, is in danger.

"Traversing," - being present on school property without permission of school authorities. This includes entering any Howard University property while in school or out of school suspension or attending any school function at any location while serving a suspension or expulsion

"Use," when referring to alcohol, marijuana or other illegal drugs, or prescription medication. means a finding, based on reasonable evidence, that a student was found to have consumed such substances without proper authorization, or that a student was found, based on reasonable evidence, to be or have been under the influence of same while under the jurisdiction of the FUMS authority.



Attendance and Truancy Policy

Mission Statement:

Howard University Math and Science PCS' misP.C.S.'CS'S.' to provid' a sound foundation in a l l arndemic subjects, with a concentration in mathematics and science; the intellectual, :5ocial and emotional growth of each student will be nurtured, while an appreci:ition fur diversity and sensitivjty of aJI individuals will be encouragt:ld in an enriched edutationa! environment that WM prepare studentsSchoolceed in high school and beyond.

SchooSchoolard University Middle School of Mathematics and Scienrn (MS)2 is a public charter scho-o] committed to academic excellence, focusing M mathematics and science for grades 6- R {MS)2 is a high-performing charter school, created in partnership with HowardP ro g r a m sity, dProgram to deliver program to he]p students reach their goals and develop the skills needed to succeed beyond the classroom.

Key Terms and Definitions

- A. **Absence:** A full or pama! school day in which e student fs not physically in attenda11ce during scheduled periods of instn..mtion and is not en attendance .al a school-approved activity that conslitutes part of th approved school program.2 HOWARD UNIV.ERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE differentiates between excused and unexcused absences, as explained further in this poficy below.
- B. **Absenteeism:** A patterSchoolot .attending school, including tSchoolchoolumber of school days-wrthin SchooSchoolyear on which a student is marked with an excused or unaxcused absen-c:e.
- C. **Action Plan:** A written document that is designed to meet the jndividual and specialized needs ota student and contains the relevant details oftl'le stuoftl'leastudent's record, the schoot-ooosed or Chird-party provided interventions toward addressing the underlying causes of truancy as

¹Nothing in this policy shall supersede federal, state, or local law.

² S-A DCMR § 2199.

J Id.

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- determined by the school based student support team, and expected attendance goals.⁴
- O. **Attendance Monitor;** The person(s) designated by the principal or chief school administrator of an educational institution to be responsible for collecting, maintaining, and reporting attendance records that are required pursuant to District of Columbia compulsory education and school attendance laws, regulations, and OSSE policies for each student enrolled in the educational institution.
 - E. **Chronic Absenteeism:** The incidence of students missing more than 10 percent of school days within a single school year, including excused and unexcused absences.⁵
 - F. **Chronically Truant:** A school-aged child with ten (10) or more days of unexcused absence within a single school year.⁷
 - G. **Full School Day:** The entirety of the instructional period regularly provided on a single school day.
 - H. **In-Seat Attendance:** The percent of enrolled days that a student is present.
 - I. **Parent:** A parent, guardian, or other person who resides in the District of Columbia and who has custody or control of a minor five (5) years of age or older.⁹
 - J. **Present:** A full or partial school day in which a student is physically in attendance for at least eighty percent (80 percent) of the scheduled instructional period, including participation in school-sponsored activities that constitute part of the approved school program.¹⁰
 - K. **Period Absence:** A scheduled period of instruction for which a student is not physically in attendance and is not in attendance at a school-sponsored activity that constitutes part of the approved school program. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE differentiates between excused and unexcused absences. Period absences are combined to determine daily absences. Students who are absent for more than twenty (20) percent of the scheduled class periods are marked absent for the day.
 - L. **Student Support Team:** A team formed to support the individual student by developing and implementing action plans and intervention strategies that are school-based or community-based and are designed to enhance the student's success.
 - M. **Truant:** A child of compulsory attendance age, as defined by DC Code § 3B-202(a) who is absent from school and whose absence is unexcused.¹²
 - N. **Truancy Rate:** The incidence of students of compulsory attendance age enrolled at a school at any point in a given school year with ten (10) or more days of unexcused absences within a single school year, divided by the total number of students of compulsory attendance age ever enrolled at any time during the corresponding school year.¹³

IV. Required Activities

A. General Attendance Requirements

All children who are five (5) years of age or before September 30th of the current school year are considered school-aged and must attend school on time every day at the school.

¹Id.
²Id.
³School School.
⁴Id.
⁵Id.

¹See 5-A DCMR § 2103.4.

¹²5-ADCMR § 2199.
¹ 1d.

graduation requirements or reach their 18th birthday.

0.,-s;h;:rj shall implement a specific protocol for attendance monitoring and i;bsenteeism, fr,ciuding a focus on prevention o1 unexcused absences and the use of academic and behavioral interventions to address the needs of students. School officials are responsible for i ng attendance accurately every day in the student information system (SIS).

AS . I . S . S.I.S. enotemustbe provided totheschoolby thestudent'thestudent'sIn five (5) school days after the student'sreturntoschool or an absence to be excused. Upon receipt of appropriate documentation within 10 business days, the school will update absences as excused within 48 hours.

B. Excused Absences

The following absences may be classified as an excused absence:

- Illness of the student (a doctor's note or a doctor's note or a student absent five or more days in a term);
- Medical or dental appointments for the student;
- Death in the student's immediate family;
- Exclusion by direct order of the authorities of the District of Columbia, due to quarantine, contagious disease, infection, infestation, or other condition requiring separation from other students for medical or health reasons;
- Necessity for a student to attend a judicial proceeding, or court-ordered activity, as a party

¹⁸ Students with a documented illness requiring hospitalization or who are home-bound for more than three weeks may be eligible for the Homebound Hospital Instruction Program (HHIP).

- Action or under subpoena;
- Observance of a religious holiday;
- Absences to allow students to visit their parent who is in the military, immediately before, during, or after deployment; School visits for students {one day};
- Absences of expectant or parenting students for a time period specified by their doctor and any accommodations mandated by law; Religious observance or celebration outside of a religious holiday {up to five cumulative days}; and
- An emergency or other circumstance approved by the Principal of HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE.

The following absences may also be excused without written documentation from the parent verified by the school:

Lawful school suspension or exclusion by school authorities; Suspension or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other condition(s) or emergency requiring a school closing or suspension of classes; Failure of the District of Columbia to provide transportation in cases where the District of Columbia has a legal responsibility for the transportation of the student; and

If a student or parent anticipates an absence not covered by the excused absences listed above, they may submit a request for an excused absence due to a special circumstance to the Principal.

Any absence that does not meet the criteria of an excused absence or fails to satisfy the documentation requirement of an excused absence within the allowable timeframe will be classified as an unexcused absence.

If a student is absent for a total of up to four (4) consecutive days in a school quarter, a parent's excuse is sufficient for explaining the absence. Such absence will be excused if it falls under one of the excused absence reasons noted above.

If a student is absent for five (5) or more consecutive days per term, further documentation is required beyond communication by the parent for the absence to be excused. Written explanation of the student's absence must be provided by a doctor or staff of a relevant agency, on official doctor's or doctor's office letterhead and signed by a relevant official. Note:

Medical orders must be submitted on official doctor's office stationery or form; and

Student's presence at judicial proceedings must be documented by a document from the court stating the need for the student's absence during the relevant dates.

- Funeral programs may be accepted as appropriate documentation.

C. Absences Due to School-Sponsored Activities

1. Athletics

Students participating in HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE-sponsored athletic events during regular school class hours are considered present. Students must adhere to all attendance requirements as dictated by state regulations. In order to participate in any athletic tryout, practice, game or match, a student must be present in school on the day of the event, unless the student has an excused absence.¹⁷

2. Other Activities

Students participating in HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE-sponsored events, field trips, or study abroad travel during the regular school day are considered present.

3. IEP or 504 Plan Service Delivery

Students who miss class to receive related services documented on their Individualized Education Programs (IEPs) or IEPs are considered present.

4. Suspensions

Students shall be suspended from school suspension. Student absences due to out of school suspension shall be classified as excused.

D. School-Based Attendance Intervention & Related to Absences

1 day of unexcused absence	Contact parent on the same day and each time a student has the equivalent of one day of unexcused absence, with daily follow-up as necessary. Parent contact will be by automated phone call, email, text message. ¹⁸
3 days of unexcused cumulative absences	In addition to the voice phone call, email and text message, the school will send 3-Day School Absence Letter to parent.
4 days of absences (excused or unexcused)	In addition to the voice phone call, email and text message, the school will request a parent meeting after four absences to discuss the student's absences.
5 days of unexcused cumulative absences	Send 5-Day Unexcused Absence Letter to parent and refer student to Student Support Team (SST) for S.S.T. attendance intervention conference to be held within five days of the referral. (Applicable to five unexcused absences within one term.) The SST will develop an action plan in partnership with the student and the student's parent.

¹⁷ 5 A.D.C.M.R. § 2704.8,

¹⁸ 5 A.D.C.M.R. § 2.1.03.2(a)(1).

10 days of unexcused cumulative absence	Student is considered chronically truant. The Office of the State Superintendent of Education will be notified. The school will refer the student ages 5 through 13 to the Child and Family Services Agency pursuant to 4-1321.02(a.1) within 2 business days of accrual of 10 unexcused absences within the school year. A student ages 14 - 17 will be referred to the Court of Social Services Division of the Superior Court of the District of Columbia and to the Office of the Attorney General Juvenile Section
15 days of unexcused cumulative absences ²¹	A student ages 14 - 17 will be referred to the Court of Social Services Division of the Superior Court of the District of Columbia and to the Office of the Attorney General Juvenile Section
20 days of unexcused consecutive absences	Notify parent that student is eligible for withdrawal due to 20 consecutive days of unexcused absences.

E. Prohibited Actions Related to Absenteeism

DC law prohibits specific actions related to student truancy and

- absenteeism as follows: No student may be expelled or receive an out-of-school suspension due to an unexcused absence due to a late arrival to school.
 - No minor may be removed from HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE due to unexcused absence due to late arrival to school unless the student accumulated 20 or more full-school-day consecutive unexcused absences.
 - No student will be transferred from their school for absenteeism during students who are attending an out of boundary school.
- At the beginning of the school year, no student should be withdrawn unless they fail to attend at least one (1) day of school or miss more than one week of school without notification or transfers to another educational institution.

F. Attendance, Grading, and Promotion

Student grading and promotion will be impacted by an accrual of unexcused absences as follows:

- Students with ten (10) unexcused absences in any class shall receive an initial written notice that they are at risk of receiving a grade of r (Incomplete) in that subject upon accumulating more than thirty (30) unexcused absences, unless an

exception applies.

- Students with fifteen (15) unexcused absences in any class shall receive an additional written warning that they are at risk of receiving a grade of "I" (Incomplete) in that subject upon accumulating more than thirty (30) unexcused absences.²⁴
- Students accumulating more than thirty (30) unexcused absences in a course within a full school year shall receive a failing final grade in that course with a result of loss of course credit where applicable.²⁵
- Students accumulating more than thirty (30) unexcused absences within a school year shall only be promoted if a written justification is submitted by the Principal to the Howard University Middle School Board of directors.

G. Late Arrival

Students will be marked tardy if they arrive in class 5 minutes or more after the official start of the period.

- Students who enter class late should be given clear guidance regarding how to get caught up with the class lesson. Students will be allowed to enter their scheduled course regardless of what time they arrive. Teachers should make every effort to make late arriving students feel welcomed.
- A student who is late to a class period will be marked tardy. If a student attends a portion of the class, he or she will be considered present and tardy.
- Students must always have access to make-up work. Multiple instances of a student being tardy will not be accumulated to count as an absence. Responses to student tardiness will be appropriate and logical. A student will never be suspended due to being tardy.

H. Early Dismissal

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will not recognize early dismissal of students unless that dismissal is related to an excused absence. School parents must notify the school when requesting a school early dismissal.

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²⁵ 5•E DCMR § 2103.6

^{26j} DC Code§ 38-7B1.02(c)(2).

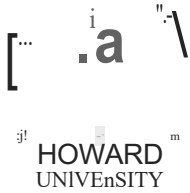
^v DC Code§ 38-781.05.

²⁸ Because pre-K students are 11ot of compu,sory age, they are not subject to truancy consequencas.

V. Requirements for Policy Implementation

All HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE employees are required to comply with the requirements set forth in this policy. In order to support its implementation, all staff must be made aware of required activities and timelines on an annual basis.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE is committed to serving every student with equity, excellence, transparency, and accountability. For any concerns or violations about this directive, contact the Howard University Middle School of Mathematics and Science attendance coordinator.



GRIEVANCE POLICY AND PROCEDURE

It is the policy of Howard University Middle School of Mathematics and Science that all employees, students, parents, and visitors have the right to voice their complaints or grievances about schoolers pertaining to its school.

Howard University Middle School of Mathematics and Science recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations; between all (MS) stakeholders. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

1. WHAT MAY BE GRIEVED

Howard University Middle School of Mathematics and Science's grievance process should be used as follows (1) to deal with complaints and concerns pertaining to the educational environment, employment arrangements, or interpersonal conflict; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

2. WHO MAY GRIEVE

The procedures set forth below may be used by grievant who is a parent, or visitor.

3. OTHER REMEDIES

The existence of this procedure does not bar grievant from also filing in other forums to the extent permitted by state or federal law.

4. FORMAL GRIEVANCE

Grievant is encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the Principal or

5. FORMAL GRIEVANCE

Within sixty (60) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the Executive Director. The written notice shall identify the nature of the complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event the legal guardian or parent of a student is filing a grievance, the student and the legal guardian and/or parent shall sign and date the grievance. The Executive Director can be reached at the contact information provided below.

The Executive Director will immediately initiate an adequate, reliable, and impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with persons not

directly involved with the complaint, with it;

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investigation, or with the decision-making process. This provision does not include discussions with governmental authorities.

Within five (5) business days of receiving the written notice, the Executive Director shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation, determine the validity of the grievance and the appropriate resolution.

If because of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

APPEALS

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Howard University Middle School of Mathematics and Science Board of Directors (or designee) within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the reasons for not accepting the Response. The appeal, in letter form, may be sent to Howard University Middle School of Mathematics and Science Board of Directors at 2400 Sixth Street, N.W., Room 400, Washington, DC 20059.

Within fifteen (15) days from receiving the written appeal, the Board Chair (or designee) will respond in writing to the grievant as to the action to be taken and the reasons therefore.

PROHIBITION AGAINST RETALIATION

Howard University Middle School of Mathematics and Science pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

Additionally, Howard University Middle School of Mathematics and Science will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

MODIFICATION

Howard University Middle School of Mathematics and Science may approve modification of the foregoing procedures in a case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Howard University Middle School of Mathematics and Science.



CONTACT INFORMATION

Executive Director	HUMAN RESOURCES	CHAIRMAN of THE BOARD OF Directors
Kathryn Procope Executive Director 415 Howard Place, NW Washington, D.C. 201D.C..C.) 80D.C.25	Leslie Ioler Director of Human Resources 405 HOWard Place, NW Washington, D.C. 200D.C..C.2) 06- 7725	Wendell Johns H. U. Middle School of Mathematics and Science 405 Howard Pf NW Washington, D.C. 200D.C..C.) 80D.C.30
<p><u>Board of Directors</u></p> Frank Ross - fross10130@earthlink.net Wendy P. Lewis - wpal@kpmg.com Larry Smith - la5srnim@tho.mail.1.0J11 Danielle Holley-Walker - DHWalker@law.Jrn\3rd.edu		



Non-Discrimination Policy

Pertinent section of DC Code § 2-J 402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race; color; religion, national origin; sex; age; marital status; personal appearance; sexual orientation; gender identity or expression; family responsibilities; genetic information; disability; matriculation; or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

Education of Homeless Children and Youth Program Educational Rights Public Notice;

The mission of the Education of Homeless Children and Youth Program is to ensure free, appropriate, public educational opportunities for homeless children and youths; to provide technical assistance to schools, shelters and the community; and to heighten awareness of homeless issues.

Homeless children and youth should have equal access to the same educational opportunities and services as non-homeless children and youth. In addition, homeless children and youth should have the opportunity to meet the same challenging academic achievement standards to which all students are held pursuant to Title X of No Child Left Behind; McKinney Vento Homeless Assistance Act federal law.

I. What is the definition of homeless children and youths?

The term "homeless child and youth" means:

- Children and youth who lack a fixed regular, and adequate nighttime residence; and includes children and youth who are sharing the housing of other persons due to loss of housing economic hardship} or a -similar

reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional



shelter (including D.C. transitional housing); are abandoned in hospitals; or are awaiting foster care placement;

- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard hotels, bus or train stations or similar settings;
- Migratory children who qualify as homeless because they are living in circumstances described above and
- Unaccompanied youth including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above.

2. Can a homeless child enroll in school?

Yes. The child may continue enrollment in the school of origin for the duration of homelessness. The school is the one the child attended prior to becoming homeless or the school in which the child last enrolled. The school may also enroll in the school for the attendance area where he or she is living temporarily. If a dispute arises over school selection or enrollment, the school must immediately enroll the homeless student in the school, pending resolution of the dispute. If the local school cannot resolve the dispute, the school must follow the State Resolution Process, not to exceed 15 days. The local school must provide enrollment, guardian or unaccompanied youth with a written statement of the school placement decision and the appeal rights.

3. Who should be contacted if a dispute arises regarding enrollment of homeless child or youth in school or if other school is needed?

The Education of Homeless Children and Youth Program has been designed to assist children and youth who are experiencing homelessness and their families regarding educational issues. If a homeless child or youth is having school trouble in enrolling in school, please contact the School Education of Homeless Children and Youth Office at (202)741-0470.



HOWARD
UNIVERSITY

4. What services are provided by the Homeless Children and Youth Program?

The Homeless Children and Youth Program provides the following services; transportation assistance; disbursement resolution; emergency school enrollment assistance; special projects: Homeless Awareness Month; staff development; and interagency collaboration,

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating based on race, color, national origin, sex, age, or disability.

To file a complaint alleging discrimination write USDA, Director, Office of Civil Rights 1400 Independence Avenue SW, Washington, DC 20250-9410 or call, toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

Also, the District of Columbia Human Rights Act, approved December 31, 1977 (DC Law 2-38 DC Official Code §2-1402.11 (2006), as amended) states the following:

Pertinent section of DC Code § 2D.C.402.11:

It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon: the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.



Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Executive Director (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will arrange access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Executive Director (or appropriate school official) clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and

law enforcement personnel); a person serving on the School Board; or a person with whom the School has

contracted to perform a special task (such as an attorney, auditor, medical consultant, or consultant); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District

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to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: R.P.A.R.P.A.ly Potiy
Compliance Office U.S.
Department of Education 400
Maryland Avenue, SW
Washington, DC 20202-5901

Notification of Rights Under PPRA

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole, or in part, by a program of the U.S. Department of Education (ED)--
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student except for hearing,

vision, or scoliosis. screenings, or any physical exam or screening permitted or required under State law and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise



distribute the information to others,

• Inspected upon request and before administration or use -

1. Protected information - surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE as developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection,

disclosure, or use of personal information for marketing, sales, or other distribution purposes. HOWARD UNIVERSITY MIDDLE

SCHOOL OF MATHEMATICS AND SCIENCE will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will also

directly notify such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

HOWARD UNIVERSITY MIDDLE SCHOOL OF MATHEMATICS AND SCIENCE will make this notification to parents at the beginning of the

school year if the District has identified the specific or approximate dates of the activities or surveys at that time.

For surveys and activities scheduled after the school year starts, parents will be provided reasonable

notification of the planned activities and surveys listed below and be provided an opportunity to opt their child

out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.

- Administration of any protected information survey not funded in

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whole or in part by ED.

- An E.D. emergency, invasive physical examination or screening as described above.

Parents who

believe
their rights
have been
violated
may file a
complaint
with:

Family Policy Compliance Office U.S.
Department of Education 400 M
Maryland Avenue, SW
Washington, DC 20202-
5901

Admission Preference Policy

Admission preferences for enrollment will be implemented in the following order:

1. Sibling
2. Children of Howard University Middle School Staff

Howard University Middle School
of Mathematics and Science

BOARD POLICY STATEMENT

REGARDING:

**Procedures for
Board Meetings**

Definitions

"Regular meeting." A meeting scheduled by the Board as part of its regular schedule of public meetings established on an annual basis.

"Special meeting." A meeting scheduled by the Board after its regular schedule of meetings has been

established.

d. Notice

of Public

Meetings

Regular

Meetings

Regular meetings of the Board of School Directors will be held in accordance with the calendar adopted by the Board and shall typically occur on the Wednesdays at 6PM at 405 Howard PL NW Washington, DC 20059.

Special Meetings

Notification procedures for special meetings shall be set forth in the appendix at the end of this policy.

Notice of Public Meetings

Notice of all open public Board meetings, including Committee Meetings, shall be given by publication of the date, place, and time of such meetings on the school website.

A calendar of Regular and Special Meetings shall also be posted on the school website.

a. Notice of Regular Meetings shall be given by publication and posting of a schedule showing the date, place and time of all Regular Meetings for the fiscal year at least three (3) days prior to the time of the first regular meeting.

b. Notice of all Special Meetings shall be given by publication of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a Special Meeting is called to deal with an actual emergency involving a clear and present danger to life or property. In addition, there shall be posted, not later than the date of the publishing, a written copy of such notice in a prominent place in the Administration offices.

c. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.

d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to any interested parties.

e. Notice of all public meetings shall be given to any newspaper(s) circulating in Montgomery County, any radio or television station and any individual, provided such newspaper, radio or television station or individual submits a written request to the Board Secretary and provides a stamped, addressed envelope if the request is to receive such notification by United States mail.

f. The Secretary or Board President shall give Board members written notice of executive sessions, if not previously announced, at least twenty-four (24) hours prior to the executive session. Such notice may be delivered electronically. A majority of the full Board may waive this notice requirement.

