

# Thurgood Marshall Academy Public Charter High School

## STUDENT AND FAMILY HANDBOOK 2023-2024

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This book belongs to:

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## 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), and applicable District of Columbia laws and regulations applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Thurgood Marshall Academy are hereby notified that Thurgood Marshall Academy does not discriminate on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, familial status, source of income, or disability in admission or access to, or treatment or employment in, its programs and activities.

# Welcome to Thurgood Marshall Academy PCHS

Welcome to Thurgood Marshall Academy. This handbook has been created to help students and families learn about and understand the expectations of the Thurgood Marshall Academy community. Please read this handbook carefully.

An exciting year of learning and discovery awaits our students. Individuals who attend Thurgood Marshall Academy will be prepared to meet the challenges of a college education and are on a path toward becoming active participants in our democratic society.

This handbook has been adjusted to meet our COVID-19 pandemic-response needs and is an abbreviated version of the original handbook. TMA will revisit the handbook in the future to make adjustments as necessary to accommodate our in person or virtual needs. As DC’s and the world’s pandemic recovery continue to be unpredictable, the policies in this handbook are subject to change.

Thurgood Marshall Academy strives to create a community of young people who are academically able, confident, and empowered to engage in our democratic society. An important aspect of this process is for students to develop responsibility for their own education. The underlying principle is that Thurgood Marshall Academy is a place for learning and getting along together. This handbook sets out rules and guidelines for maximizing learning opportunities for our students in an environment of high quality education.

We are delighted to have you with us and hope this will be a memorable and successful academic year for everyone.

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# Thurgood Marshall Academy Driving Principles

These are the principles of our school culture and beliefs by which all members of Thurgood Marshall Academy Public Charter High School community are expected to act.

## **I. Community**

- We believe that students belong to multiple communities—educational, familial, cultural, national, and global—each with its own benefits and responsibilities.
- We believe that a learning community in which all students and staff thrive requires genuine respect among all members.
- We believe that justice is a key component of a healthy community, and practicing justice in our school prepares us to pursue it elsewhere.
- We believe that Thurgood Marshall Academy should be an active, just, and respectful member of the Ward 8 community.

## **II. Diversity**

- We believe that a rich education promotes the respect of multiple perspectives and experiences.
- We believe that in order to meet the needs of each community member and create opportunities for success, we must respect that individuals learn and demonstrate learning in different ways.

## **III. Democracy/Participation**

- We believe that our school reflects democratic principles of fairness, due process, equality, and justice.
- We believe that when we are decision-makers in our educational and social experiences we become agents of change in our own communities.
- We believe that preparation for post-secondary education demands that we integrate elements of a liberal education—science, the creative arts, mathematics, technology, and the humanities—in order to possess the skills to understand and influence our world.
- We believe that with the privilege of being a citizen of this community comes the charge of service and responsibility.

## **IV. Excellence**

- We believe that excellence requires passion, focus, and commitment.
- We believe that when we are confronted with high expectations, challenged with meaningful work, and provided with appropriate tools, the best is brought out of each of us.
- We believe that true learning occurs when we question, investigate, and evaluate ideas.
- We believe that genuine growth requires constant reflection.

# Policies

## Acceptable Computer Use Policy

The use of computers at Thurgood Marshall Academy offers opportunities for students to access the Internet and a subscription research database, as well as word processing, in order to enhance educational goals and objectives. Use of equipment in the computer lab, classrooms, and library is a privilege to the user and entails responsibility. The smooth operation of the networked and non-networked computers relies upon the proper conduct of users, who must adhere to guidelines for efficient, careful, ethical, and legal utilization of the resources. These guidelines are set forth in the *Acceptable Use Policy*, which outlines Thurgood Marshall Academy's expectations for and the responsibilities of the computer user. Students and families must complete an acceptable use form in order to be able to use school computers and forms are provided during registration. The *Acceptable Use Policy* is available for review in the Appendix.

## Admissions Preference Policy (Student Lottery and Admissions Process)

Thurgood Marshall Academy in partnership with My School DC, works to make the application process simple with a single online application. TMA will only accept the My School DC application available at [MySchoolDC.org](https://www.myschooldc.org).

The My School DC common lottery is a single, random lottery that determines placement for new students at all participating schools. Student-school matches are based on the number of available spaces at base on the following preference in the following order:

1. Sibling attending
2. Twin offered
3. Sibling offered
4. Children of staff

DC Public Charter School Board requires that multi-campus Local Education Agencies (LEA) describe also any preference system concerning transfers between campuses; this does not apply to Thurgood Marshall Academy as we are a single-campus LEA.

## Advisory

The advisory program provides additional support and mentoring for students. At the beginning of each school year, small groups of students are assigned to faculty advisors. Advisory meetings include team building exercises, individual guidance, character education, and other enrichment activities.

## Assembly Program Guidelines

- Students will leave their books in their Advisory.
- Students will enter the meeting room with their advisors in a quiet and orderly fashion.
- Students will sit in the seats assigned to their Advisory unless otherwise instructed by an adult.
- Students will sit as far down the row as possible, so that others may easily find a seat. Students will remain quiet throughout the entire program except when an audience response is requested by a speaker.
- Students will remain seated until directed by their advisor to stand and exit.
- Students who demonstrate an unwillingness or inability to participate in the assembly prior to the beginning of the program, will be removed from the assembly.
- TMA will observe all COVID guidelines and will make adjustments according to the current guideline at the time of the assembly.

## Attendance at Thurgood Marshall Academy Events

Currently enrolled Thurgood Marshall Academy students are permitted to attend school-related events without the presence of a parent or guardian. Individuals under the age of 18 who are not currently enrolled students at Thurgood Marshall Academy are not permitted to attend any Thurgood Marshall Academy events unless accompanied by a parent or guardian. Students under the age of 18 may attend special events including but not limited to prom, graduation, and other as warranted by Administration without a parent/guardian if they have met the criteria established by the Administration for the specific event. Any current student who is serving an Out-of-School Suspension is not permitted to attend any Thurgood Marshall Academy event while serving the suspension. Unless otherwise noted in the final disciplinary action, any student who has been expelled from Thurgood Marshall Academy is prohibited from attending Thurgood Marshall Academy events on- or off-campus.

## Backpacks and Book Bags

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

## Bathroom & Changing Room Access

Pursuant to District of Columbia laws, non-cisgender individuals may claim access to bathroom and changing rooms based on gender identification. Individuals desiring accommodations may contact a grade-level dean, Head of School, or Executive Director to discuss available options.

## **Board of Trustees- Open Meetings**

Thurgood Marshall Academy's Board of Trustees primarily serves as a governing board, with responsibilities focusing on executive and financial oversight. Our Board is comprised of parents and professionals in the legal and corporate communities who are committed to working together to fulfill the mission of the school. The Board thinks and acts strategically, and maintains appropriate and constructive relations with parents, students, staff, the community, and with each other in the interest of serving the needs of the students. Meetings are open to the public and held quarterly each year, with an annual meeting in May. Meeting dates and locations are posted on the school website. For more information about how to attend a meeting, please contact Faith Oviedo at [foviedo@tmapchs.org](mailto:foviedo@tmapchs.org).

## **Breakfast**

Thurgood Marshall Academy serves breakfast between the hours of 8:30 am and 9:15 am. A la carte breakfast is available for students who arrive after 8:30 am. There is no cost associated with breakfast. Students will receive a grab and go breakfast and take it to their advisory to eat.

## **Building Hours**

Building hours are to be determined, but may return to pre-pandemic hours of 8:45 am - 6 pm (inclusive of after-school activity hours) for students. Parents and guardians are encouraged to limit travel to the school as much as possible, although some business (such as picking up materials) must still occur in-person. Parents and guardians who need to conduct business on-site may do so 8 am - 5 pm school days, but a prior appointment with a contact at the school is strongly encouraged. All building occupants must observe DC-mandated steps, which may include (but not be limited to) wearing masks (non-medical face coverings), maintaining social distancing (six feet between people in common areas), and adults answering a health screening.

## **Cafeteria Expectations**

All students must follow the posted cafeteria rules at breakfast, lunch, and after school when in the building. Cafeteria rules apply also to eating in classrooms and outdoors, unless obviously not applicable and as directed by school staff.

## **Changes to Thurgood Marshall Academy Policies**

Thurgood Marshall Academy policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing (which may be in the form of email).

## College Counseling

Thurgood Marshall Academy prepares students for college. Students in all grade levels are exposed to college preparation activities. The College Counseling team provides assistance to students and families during the application process for admission and financial aid, including scholarships. College counseling supplements what students do in their everyday classes, which provide the skills needed to succeed in college.

## Community Service

Every student must complete 100 hours of community service in order to be eligible for a diploma in the District of Columbia. Community service refers to service that a person performs for the benefit of his or her community. These services are designed to improve the quality of life for community residents or to solve particular problems related to their needs. To be considered community service, an activity must be:

- Completed at a 501c3 nonprofit institution or government agency;
- Performed for no pay;
- Beneficial to at least one other person and the larger community;
- Separate from a service activity for which the student is already receiving school credit or those mandated by a court or school disciplinary action.

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

- Working as a teacher's aide or office assistant
- Shelving books in the library
- Working in any capacity at a nonprofit organization
- Cleaning up the school on a Saturday
- Helping at a local fire or police department
- Sorting food at the food bank
- Serving meals at a homeless shelter

Volunteer hours must be completed at either a 501c3 non-profit organization or government agency. Students may not receive any pay for volunteer hours. Please refer to the Graduation Requirements for specific community service requirements at Thurgood Marshall Academy. Specifically, for portfolio targets towards the graduation requirement:

- By May 15<sup>th</sup> of 9<sup>th</sup> grade, students must have completed 20 hours.
- By May 15<sup>th</sup> of 10<sup>th</sup> grade, students must have completed 40 hours.
- By May 15<sup>th</sup> of 11<sup>th</sup> grade, students must have completed 70 hours.
- Students must complete one hundred (100) hours by May 15 of their graduation year.

## **Condom Availability Policy**

The Condom Availability Policy was first established within the Department of Health's (DOH) Adolescent AIDS Prevention Program (AAP) in 1992. Implementation of the policy began in 1992 throughout the District of Columbia public high schools. This policy is designed to help prevent the spread of HIV/Sexually Transmitted Diseases (STDs) and reduce the incidence of unintentional pregnancies among youth. Since the inception of the policy, the Department of Health (DOH) has worked in partnership with public senior high schools to ensure that student education, counseling, and condom distribution services are available to all students who attend high schools with nurses supported by the DOH.

Because Thurgood Marshall Academy is a public high school, the Condom Availability Policy is implemented. Condoms are available to Thurgood Marshall Academy students based on the Condom Availability Policy through the school nurse, clinical counselor, health teacher, and student Deans.

The District of Columbia DOH, within its Disease Prevention Program, offers education, counseling, and the distribution of barrier methods, including condoms and dental dams to aid in preventing sexually transmitted diseases and pregnancy. Laboratory studies show that when used consistently and correctly condoms are effective in reducing the risk of HIV infection. Condoms are also effective in preventing the transmission of other STDs, hepatitis, and pregnancy.

## **Disease Prevention Program Implementation**

Thurgood Marshall Academy staff authorized to give out condoms will receive annual training on the most recent, medically accurate barrier technology. Information provided in this training will be factual, evidence-based, current, and shall demonstrate sensitivity to the cultural and sexual diversity of students.

## **Education, Counseling, and Condom Distribution Services**

### **1. Student Education**

- a. Students will receive information on barrier methods during HIV and STD risk reduction classes by Thurgood Marshall Academy in the health program.
- b. All students will have the option of receiving individual health education by the school nurse or health teacher during the school year. Students may schedule health education services directly with the school nurse or health teacher. Students will be informed of this option and the procedure for obtaining individual health education services by flyer. School personnel shall provide monthly activity reports with non-identifiable student information as requested by the DOH.

### **2. Counseling**

- a. All students shall have the option to receive private, confidential counseling upon request to the school nurse to obtain barrier methods.



- b. Students shall be given information on barrier method use, effectiveness and if requested, or needed, medical referrals.
- c. School nurses shall, upon request of the student, or if medically warranted, provide students with referral for further medical services and, or counseling. Students will be referred to their medical home, other primary care providers, free clinics, or local hospitals.

### **3. Distribution**

- a. A variety of barrier methods to prevent sexually transmitted diseases shall be made available to students in the school nurse suite and health room.
- b. Students can receive up to 10 condoms and up to 10 dental dams per visit.

### **Contact Information**

Thurgood Marshall Academy's address is 2427 Martin Luther King, Jr. Avenue SE, Washington, DC 20020. The telephone number is 202-563-6862; from this number, callers may transfer to other extensions. The school's website is [www.thurgoodmarshallacademy.org](http://www.thurgoodmarshallacademy.org). The fax number is 202-563-6946.

## Thurgood Marshall Academy Daily Schedule

### Mondays, Tuesday, Thursday, and Friday: A Days/B Days

9 <sup>th</sup> & 10 <sup>th</sup> Grade		11 <sup>th</sup> & 12 <sup>th</sup> Grade	
Period 1/5	8:50 – 10:05 am	Period 1/5	8:50– 10:05 am
Period 2/6	10:10 – 11:25 am	Period 2/6	10:10 – 11:25 am
1 <sup>st</sup> Lunch	11:25 – 11:55 pm	Seminar	11:30 – 12:20 pm
Seminar	12:00 – 12:50 pm	2 <sup>nd</sup> Lunch	12:20 – 12:50 pm
Period 3/7	12:55 – 2:10 pm	Period 3/7	12:55 – 2:10 pm
Period 4/8	2:15 – 3:30 pm	Period 4/8	2:10 – 3:30 pm

### Friday: A Days/B Days

Students attend all “A Day” and “B Day” classes. Students who have a <b><u>double blocked Period 3 class</u></b> follow this schedule.		Students attend all “A Day” and “B Day” classes. Students who have a <b><u>single blocked Period 3 class</u></b> follow this schedule.	
Breakfast	8:30 – 8:45 am	Breakfast	8:30 – 8:45 am
Period 1	8:50 – 9:30 am	Period 1	8:50 – 9:30 am
Period 5	9:35 – 10:15 am	Period 5	9:35 – 10:15 am
Period 2	10:20 – 11:00 am	Period 2	10:20 – 11:00 am
Period 6	11:05 – 11:45 am	Period 6	11:05 – 11:45 pm
LUNCH	11:55 – 12:20 pm	Period 3	11:50 – 12:30 pm
Period 3	12:25 – 1:05 pm	LUNCH	12:35 – 1:05 pm
Period 7	1:10 - 1:50 pm	Period 7	1:10 - 1:50 pm
Period 4	1:55 - 2:35 pm	Period 4	1:55 - 2:35 pm
Period 8	2:40 - 3:20 pm	Period 8	2:40 - 3:20 pm

*Mondays and Wednesdays are A-Days. Students will have periods 1, 2, 3, and 4.*

*Tuesdays and Thursdays are B-Days. Students will have periods 5, 6, 7, and 8.*

*Fridays are A/B Days. Students will have periods 1 through 8.*

### Early Dismissal Schedule

Grades 9 – 12	
Breakfast	8:30 – 8:45 am
Period 1/5	8:50 – 9:30 am
Period 2/6	9:35 – 10:15 am
Period 3/7	10:20 – 11:00 am
Period 4/8	11:05 – 11:45 pm

*On noted half-days, students will be dismissed at 12:30 pm with a grab and go lunch and there will be no after-school clubs or activities to allow for teacher professional development.*

### **Delayed Opening Schedule**

#### **Mondays, Tuesday, Thursday, and Friday: A Days/B Days**

<b>9<sup>th</sup> &amp; 12<sup>th</sup> Grade</b>		<b>10<sup>th</sup> &amp; 11<sup>th</sup> Grade</b>	
Period 2/6	10:45 – 12:05 pm	Period 2/6	10:45 – 12:05 pm
1 <sup>st</sup> Lunch	2:05 – 2:40 pm	Period 3/7	12:10 – 1:30 pm
Period 3/7	12:45 – 2:05 pm	2 <sup>nd</sup> Lunch	1:35 – 2:05 pm
Period 4/8	2:10 – 3:30 pm	Period 4/8	2:10 – 3:30 pm

### **Dismissal**

Expectations for dismissal from on-site activities, if any, will be communicated by activity leaders as needed.

### **Drug Policy**

Thurgood Marshall Academy maintains a drug-free environment. Our Code of Conduct provides that Thurgood Marshall Academy will take punitive action against any student involved with drugs. Thurgood Marshall Academy will also take rehabilitative action in such cases through referrals to appropriate agencies. Using, possessing, distributing, purchasing or selling any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish) is strictly prohibited.

Although District of Columbia law permits the use of marijuana (i.e., use by persons possessing lawfully issued medical marijuana cards), for persons 18 years or older, federal laws prohibit marijuana use, possession, and/or cultivation at educational institutions who are recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed at Thurgood Marshall Academy; nor is it permitted at any school sponsored event or activity off campus.

### **Emergency Contact Information**

All students must have an emergency contact information form on file, listing the names and phone numbers of any adults (over the age of 18) who may be contacted in the case of an emergency. It is the parent/guardian's responsibility to keep this information accurate and current. Students and/or student records will not be released to any individual not listed on the

form. **Changes and/or updates to the form must be done in writing by the primary parent/guardian. Verbal changes will not be accepted.**

## Enrollment

Students are enrolled according to the Enrollment Procedures set forth by the District of Columbia Office of the State Superintendent of Education and the Public Charter School Board. Under District rules, a student must complete all necessary documentation, provide current proof of residency, and medical and immunization records to be considered enrolled. Failure to provide necessary documentation will result in a loss of enrollment slot.

Current students must complete an Intent to Enroll form annually by the set date. Failure to complete the Intent to Enroll form may result in a student losing his/her slot for the upcoming school year. The student may have to begin the enrollment process as a new entering student and will be placed on the waitlist.

## Entering and Exiting the School

Thurgood Marshall Academy wants to maintain a safe and organized educational environment with minimal impositions on its members, so there are rules for entering and exiting the building. Students, family members, and guests must enter and exit through the main school entrance facing Martin Luther King, Jr. Avenue. Additional entrances may be added for pandemic-safety, and these will be communicated as needed. All occupants must observe city health standards, such as wearing masks, upon entering the facilities. Students must have their *current* school identification card (ID) in order to enter the building each day. **Students must present their IDs to security and/or Thurgood Marshall Academy staff when entering the school.** Family members and guests entering the school must report to the security desk to sign in, provide identification, and be escorted by staff while in the building. Before a family member or guest exits the building, s/he must sign out at the security desk. Students must exit the building from the main school entrance facing Martin Luther King, Jr. Avenue unless directed to another entrance by school leaders. **After a student leaves the building for the day, s/he will not be allowed to re-enter the building that day. Students are not permitted to stand, loiter or socialize outside the school building before or after school. Students must comply with requests to vacate the premises when given by any staff member, administrator, or the school resource officer.** These rules help the security staff maintain the safety of the school.

Please note, students will not be released to individuals who are not listed on documentation provided by the family during registration. The school requires photo identification from any individual wishing to pick up a student from the building.

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

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (—eligible student¶). The full text of the FERPA statute can be found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99. For additional information, please see the FERPA Notice of Rights and opt-out forms at Appendix F of the Student and Family Handbook.

## **Food**

Thurgood Marshall Academy plans to follow USDA and DC Office of the State Superintendent (OSSE) guidelines regarding meals in school-year 2021-22. Details are to be determined, but indications are that students will receive meals on-site rather than through home delivery.

## **Forums**

If a student, or a group of students, has a concern or issue and would like to discuss it with school officials, they may request a forum. To set up a forum, a student must complete a request form and submit it to the Director of Student Affairs. Forms are located in the Student Affairs suite.

## **Good Standing**

Any student who is not in academic and/or behavioral good standing may be excluded from Thurgood Marshall Academy events. Students who are on Academic Probation, Disciplinary Probation, or a Final Probation Contract are considered to not meet the qualifications of good standing. The Administration reserves the right to exclude a student from any Thurgood Marshall Academy sponsored event, off-campus activity, or assembly based on the student's academic or behavioral record.

A student that is not in —good standing¶ may be placed on what is known as the —Banned List.¶ Students on the Banned List will not be allowed to participate in any school sanctioned event until they have earned their way off of the Banned List. Criteria for being removed from the banned list will vary and depend on the reason the student was placed on the banned list.

## **Grievance/ Complaint Policy**

Thurgood Marshall Academy values the input of students, parents and guardians, and encourages parents to offer feedback on any aspect of the school program. A quality educational program for students at Thurgood Marshall Academy can be achieved best by all individuals working together harmoniously. There will be times, however, when an individual may feel the need to file a complaint. When complaints or concerns occur, they should be resolved at the school or at the lowest possible administrative level through an informal process of cooperative agreement among the affected individuals.

However, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members. Complaints and concerns should be initially directed to the following individuals:

- Teacher (if appropriate)
- Student Dean
- Head of School

### **Formal Complaint Process**

When a concern or complaint is not resolved through the informal process, you may initiate the formal complaint process outlined below.

The first step in the formal process is to obtain a Formal Complaint Form from the school's website and return it to the student's Dean. You may attach descriptive or supportive information to the form. Keep a copy of the form and any attachments.

When your complaint form is received at the school, the Student's Dean or designee should contact you within three (3) school days to establish the date, time and place of a meeting to discuss your concern, if such a meeting has not already occurred. Usually, this meeting will take place within ten (10) school days. Within 10 school days of receipt of the written complaint, or this meeting, if any, the Student Dean and/or Head of School should respond to you in writing with a decision.

Sometimes a complaint or its resolution may be too complicated or, for other reasons, cannot be decided within 10 school days. In such cases, the Student Dean and/or Head of School will contact you within the first 10 days and arrange for an extension of the decision for no more than an additional 10 school days.

If you are not satisfied with the written decision, or if you do not receive a reply to your formal complaint within the specified time, you may request that your complaint be considered by the Executive Director. You must file your request for review within 15 calendar days of the Student Dean/Head of School response or the date when a decision was to have been made.

If you wish to request a review, forward the Complaint Form to Executive Director, with a note explaining the basis for disagreeing with the decision. The Executive Director will respond, using a procedure and time limits similar to those followed by the Student Dean/ Head of School, as follows: (a) a meeting may be arranged within 3 work days; (b) a resolution on the review within 10 work days after the meeting, if any; and (c) an extension of an additional 10 work days if the matter is unusually complicated or otherwise requires additional time. The Executive Director or his /her designee may respond by phone or in writing.

If you feel your complaint, whether administrative or programmatic, is not addressed properly at the school level, you may file a formal grievance. The process for filing a formal grievance is found in Appendix A of the Handbook and separately online in the Policy and Resources section of our website.

If you have a concern or grievance that you wish to share with Thurgood Marshall Academy's Board of Trustees, please contact the Chair of the Board, Jonathan Stoel at 202-637-5600.

## **Harassment and Sexual Harassment Policy**

Thurgood Marshall Academy PCHS is committed to providing all students with a safe and supportive school environment. Members of the school community, including teachers, students, administrators and staff, are expected to treat each other with mutual respect at all times.

This directive is issued to provide guidance on conduct that might give rise to complaints of harassment generally, and sexual harassment specifically, and the steps that school officers, parents, teachers, and students should take in responding to such conduct and/or complaints.

### **I. Harassment of Students or Employees by Employees or Other Students—Defined**

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

### **II. Sexual Harassment of Students or Employees by Employees or Other Students- Defined**

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

### III. Sanctions for Harassment and/or Sexual Harassment of Students by Students

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

### IV. Sanctions for Harassment and/or Sexual Harassment of Students by Employees

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

### V. Grievance Procedures for Harassment and/or Sexual Harassment of Students

Complaints of harassment generally, and sexual harassment specifically, of students by students, employees or other persons may result in an allegation of denial or abridgement of student rights as set forth in the Thurgood Marshall Academy Code of Conduct. When necessary, students and parents/guardians may avail themselves of the grievance procedures. Any student who feels s/he has been harassed should report the incident to his or her Divisional Dean and/or another member of school administration.

## Health Services

Thurgood Marshall Academy leaders monitor carefully DC health guidance regarding the COVID-19 pandemic response. Policies and procedures responding to this guidance to ensure the safety of the school community are written and communicated independent of this handbook. The general health service information below is therefore subject to change.

The Health Suite is located on the ground floor.

The nurse from the District of Columbia Department of Health (DC DOH) is responsible for coordinating all medical and nursing services provided in the school. Nursing services include: health assessments, health counseling, health care referrals, emergency care, first aid, and supportive health and safety education for all students and school personnel.

The nurse or trained staff may administer medication with a physician's authorization and parental consent. Students must have on file a **medication authorization form** which can be obtained from the nurse.



Students will not be admitted to the Health Suite without a valid pass from a teacher. The nurse will sign the pass noting the arrival time and the length of stay in the health unit. The pass will be given to the teacher upon the student's return to class. If the nurse determines that a student is too ill to remain in school, s/he will contact the child's parent/guardian. Students who are ill may not leave the building without written authorization from a TMA staff member.

## **Exclusion Criteria**

Children may not attend Thurgood Marshall Academy if they have any of the following signs or symptoms:

- Any illness that prevents the child from participating comfortably in the school program
- Any illness that results in a greater need for care than staff can provide without compromising the health and safety of other children
- Fever (over 100 degrees by mouth, ear, or rectally)
- Difficulty breathing (e.g. uncontrolled asthma attack)
- Lethargy, extreme irritability, persistent pain, or other sign of possible severe illness
- Vomiting (two or more times in the past 24 hours)
- Mouth sores associated with drooling (e.g. herpes stomatitis)
- Contagious rash (chicken pox, impetigo, scabies, ringworm of the scalp)
- Rash with fever or behavior change
- Infectious conjunctivitis (pink/red eye with white or yellow eye discharge)
- Untreated head lice (active nits)
- Sore throat and swollen glands to the point of discomfort and difficulty eating
- Persistent cough that interferes with activities
- Any symptoms identified by DC OSSE or DC Health as symptoms requiring exclusion (due to the COVID-19 pandemic or other city government health guidance concerns).

If the school nurse or Thurgood Marshall Academy staff/faculty suspect or learn of a student with a communicable disease, contagious symptoms or any of the above signs/symptoms the student must submit a physician's note indicating that s/he is eligible to be in school. Students will not be permitted to return to school activity without a physician's clearance. Additional exclusion requirements, including mandatory dismissal of students with symptoms as well as quarantine or other waiting periods may apply to students exposed to or displaying symptoms of COVID-19; Thurgood Marshall Academy plans to be guided by DC Health and DC OSSE in such cases.

## **Immunizations**

Students must be up to date on all immunizations recommended by the District of Columbia DOH. If you do not want your child immunized for medical or religious reasons, you must fill out the appropriate exemption forms available from the nurse. Students who do not have all of their immunizations up to date may not be permitted to attend school in accordance with DC laws and regulations.

## Communicable Disease

The DC DOH does not permit students to remain at Thurgood Marshall Academy if they have a communicable disease or symptoms of a communicable disease. Parent(s)/guardian(s) should notify the school's nurse within 24 hours after the student has developed a known or suspected communicable disease. If a student is found to have signs or symptoms of a communicable disease, a notice will be sent home indicating the disease and the nature of the illness. The names of the students will not be provided. All information about communicable diseases is confidential.

The following communicable diseases must be posted or reported:

- Chicken pox/varicella
- Conjunctivitis, infectious (pink eye)
- COVID-19
- Diarrhea: viral, parasitic or bacterial (e.g., E. coli, Salmonella, Shigella, Rotavirus, Norwalk agent, Enterovirus, Giardia)
- Diphtheria
- Fifth Disease/Erythema infectiosum
- Haemophilus influenza type B (Hib)
- Hepatitis A
- Hepatitis B
- Hand, Foot, and Mouth Disease
- Herpes simplex virus stomatitis (severe case of oral herpes)
- Impetigo
- Influenza (the flu)
- Lice
- Lyme Disease
- Measles
- Meningitis, viral or bacterial (e.g., meningococcus, enterovirus)
- Mumps
- Pertussis (whooping cough)
- Rabies
- Rubella
- Ringworm of scalp or body
- Scabies
- Stomach virus
- Strep throat/Scarlet fever
- Tuberculosis
- Typhoid Fever

## Medication

The school nurse and/or trained staff may administer medication to students while in school. Students must have a current Medication Authorization Form signed by a current physician on file to take any medication at school (even over-the-counter items such as aspirin). No medication will be administered unless the parent has completed a Medical Authorization Form. The form must be completed each school year.

- Prescription Medicine—Prescription medicines will be administered by the nurse or trained staff only if left in the original container and only according to the instructions on the container.
- Non-prescription Medicine—Thurgood Marshall Academy staff and/or nurse will not administer any nonprescription medication without a note from physician. Please cooperate by not asking our staff to administer drugs without instructions from a physician.

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

Student possession of prescription or non-prescription medication outside of the Medication Policy outlined above is a violation of the Code of Conduct. If found, in addition to any disciplinary action, medications will be confiscated and only a parent or guardian may retrieve the medications.

## Homeless Students/ McKinney-Vento

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

The McKinney-Vento liaison annually informs staff and parents/guardians of steps to take when referring a child for assessment, common signs of homelessness, and services that will be made available to all identified students. Referrals and assessments will be on-going throughout the year. Once a student is successfully identified, the liaison—in cooperation with school staff—ensures and records that all services are being rendered to the student if need is presented; Metro cards, uniforms, and supplies will be handled through the office of the liaison. All students, regardless of situation, are tracked academically through their Divisional Dean. If a student is identified for having an IEP, through the state's special education system, they will receive Special Education in a timely manner from the Special Education Department. On a quarterly basis, the McKinneyVento liaison will check in with all students identified as homeless to verify that services are being provided. If, at any time, a disciplinary hearing is required due to an identified student's actions, the liaison will sit in on the meeting to verify that those actions were not as a result of their living situation.

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

## **Internet Policy**

***Families facing challenges providing Internet at home for their Thurgood Marshall Academy student's studies are encouraged to contact the Operations department, which will assess options to assist.***

Thurgood Marshall Academy provides Internet access for students to do research for school projects and class assignments. To ensure that students become responsible Internet users, Thurgood Marshall Academy permits Internet access under the following circumstances:

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

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

Students who violate the school's Acceptable Use Agreement (see the Appendix) will have all computer privileges suspended. The Acceptable Use Agreement and all Internet Policies also extend to those using school internet (wi-fi) for personal devices (e.g. laptops from home, mobile phones, tablets, etc.).

## **Laptop Use (touchpads, iPads, e-readers, or similar devices)**

TMA will provide chromebooks and hotspots (as needed) to support study at home and, when needed, distance learning. Students are expected to take care of all equipment and return upon instruction. As with all things we are aware that accidents may happen. If the TMA equipment is damaged for any reason students or parents should reach out to Ms. Moore at [nmoore@tmapchs.org](mailto:nmoore@tmapchs.org). The first time the equipment will be replaced and after that a fee of \$250 will be incurred and placed on the student's school bill. All bills must be satisfied by June 30 of each school year. Please note that the TMA Acceptable Use Agreement is in effect off campus as all issued technology is the property of Thurgood Marshall Academy.

## **Mandated Reporting**

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

- A student tells a staff/faculty member that they are being abused at home, there is drug use in the home, have been sexually abused, are engaging in child pornography or prostitution, have witnessed domestic abuse, are being threatened at home, or don't want to go home because they are afraid.
- A student threatens suicide or threatens to kill or seriously harm another person.
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc.
- A staff member notices signs of neglect, abuse, or risk, including but not limited to lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, drug use, etc.) and the parents are not able to or unwilling to intervene.
- A student has 10 or more unexcused absences or an extreme tardy problem. (Age relevant as per DCMR)
- A student is being kept from school to care for family members or to do chores or work around the house.
- A student is not attending school because they are holding a job.
- Parents are repeatedly not returning phone calls, responding to notes or letters home, or are not coming up to school for meetings.

## **Prohibited Items**

Although TMA is in a virtual status, if for any reason a student has to come into the building this policy will be enforced. Drugs (including prescription and over-the-counter medications not provided to the school nurse), alcohol, tobacco products, weapons, sharp objects, glass bottles and other potentially dangerous or illegal substances or objects that are, or could be, intended to inflict harm are prohibited. Possessing, using, or threatening to use prohibited items are grounds for expulsion.

## **Residency Verification**

All guardians seeking to enroll a student must prove DC residency during the designated enrollment period for each student. If there are any residency disputes, the guardian has three (3) calendar days to submit the additional documentation. If residency cannot be proven by this time, the child will automatically be unenrolled. DC residency must be proven by the legal guardian. If anyone besides the birth mother or birth father is proving residency, legal documentation must be submitted proving guardianship. Thurgood Marshall Academy may institute a residency investigation upon receiving evidence that a family is not living in the District of Columbia.

## **School Closings**

This section concerns weather emergencies and the like when on-site activities are planned. School schedules responding to the pandemic (for example, virtual learning) are communicated to families on a case-by-case basis.

For weather emergencies when on-site instruction is planned, Thurgood Marshall Academy generally follows DCPS school delay/closing decisions. Information regarding school closings due to snow, excessive heat, etc., as well as other emergency information related to the school, will be announced via robo-call, text messaging, local radio and television stations.

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

## **School Materials Policy**

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

## **Student Activities**

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

- Academic standing and performance
- Discipline conduct and infraction points
- Student fees (if applicable)
- Other criteria determined by the administration as pertaining to the event

While the school makes every attempt to offer all student activities and trips at no-cost to families, we may ask families to contribute to certain student activities. Families may apply for financial assistance if necessary.

## **Student Fees**

Student fees accumulated during any school year must be paid in full to receive final report cards, transcripts, or school records when graduating, withdrawing or transferring a student. Senior students with an excessive outstanding balance may not be allowed to participate in

graduation activities. If students have outstanding bills, they may not be able to participate in school activities throughout the school year or subsequent school years.

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

- Textbooks
- School uniforms
- School IDs
- School supplies
- Student testing fees (PSAT, SAT, ACT, AP exams)
- Student consumables (workbooks, novels, lab materials, any other supplies provided to a student).
- Damage to school issued electronic devices used by the student (laptop, e-reader, tablet, etc.)
- Senior fees including graduation, prom, senior trip, etc.
- Any other item where a fee is assessed by the school

Thurgood Marshall Academy offers families/students a payment plan option, when needed, to pay off student balances. The fee schedule below represents student fees. ***These are subject to change without notice.***

Item	Cost	
Supplies and Food		
Textbooks	\$15 to \$150 dollars per book	
Student handbooks	\$5	
Advanced Placement Exams	\$92 per exam <i>(TMA will subsidize a portion of the costs of each exam for students who take the exam and enroll in the course. The subsidy will be determined each school year.)</i>	
Senior Fees	To be determined annually	
Senior Trip	To be determined annually	
Lunch	To be determined annually	
Breakfast	\$0	
DC One Card Replacement	\$7	
Uniform Items (Purchased at RISSE Brothers)		
S–XL Short sleeved polo shirts	Youth (\$17.00) Adult (\$19.00)	
2XL - 4XL Short sleeved polo shirts	\$21.00	
S-XL Long sleeved polo shirts (white only)	\$21.00	
2XL – 4XL Long sleeved polo shirts	\$23.00	
S–4XL Sweaters or Fleece	\$38.00	
Adult Performance Wear	Youth (\$34.00) Adult (\$36.00)	
Boys khaki pants	Regular/Slim	\$20.00

Girls khaki pants	Husky	\$23.00
	Mens/Prep	\$25.00
	Regular/Slim	\$20.00
	Half	\$23.00
	JR.	\$25.00
Girl khaki skirt	Regular/Slim	\$22.00
	6 Half - 18 Half	\$24.00
	Half Teens	\$26.00
PE shirts	\$11	
PE black shorts	\$16.50	
Black Belt	\$12.00	
ID Replacement Materials		
Lanyard	\$2	
ID Case	\$2	
Student ID	\$8	
Lanyard/ID/Case	\$10	

## Payment Options

Thurgood Marshall Academy only accepts cash, credit cards, money orders, or cashier's checks. We do not accept personal checks for any reason. The school offers a payment plan. Specific details may be found on the school's website.

## Students of Legal Age (18)

Thurgood Marshall Academy recognizes that when most students reach the age of 18, the student has rights which were formerly rights of the parent/guardian. When an eligible student turns 18 years old he/she will assume the rights previously afforded to the parent/guardian. Thurgood Marshall Academy shall continue to communicate to the student and the student's parent(s)/guardian(s) as the school does before an eligible student turns 18, unless the student requests in writing that communication with the parent(s)/guardian(s) be ceased. The communication will be for informational purposes, only. The school will continue to mail home any report cards, notifications, and communications to the address on the student's record. Students who are emancipated minors by the courts will be afforded all rights given by law.

The school will continue to contact the family members listed on the school contact sheets to approve any early dismissal. In the absence of any verbal permission provided from a contact on file, students wishing to sign themselves out from school will be asked to present documentation in the form of a medical appointment card or similar evidence to justify an early dismissal. Absent such evidence or verbal permission from a person on file, the student will not be permitted to leave school early and doing so may result in disciplinary action in accordance with the rules set forth in this Handbook.

*Note: The courts may declare a seriously handicapped person a permanent ward and in such instances the student could not declare legal independence.*



## Student Government

The Student Government gives students the opportunity to assume leadership roles in their grade and the greater Thurgood Marshall Academy community. Once students are elected/nominated to serve a one-year term, they become part of the collective leadership voice of the student body. Their duties involve planning special events (dances, Spirit Week, and socials), discussing student concerns, and working to improve the Thurgood Marshall Academy community as a whole. In addition, the representatives from each grade assume lead roles in planning grade-wide events.

## Student Privacy

Thurgood Marshall Academy will comply with all District of Columbia laws and regulations regarding student privacy. We respect the privacy of all parents and students in regards to student records.

## Testing

Students in the 9<sup>th</sup> through 12<sup>th</sup> grades take a variety of tests, including mid-term exams, final exams, internal Thurgood Marshall Academy assessments, PARCC, PSAT, SAT, ACT, and AP tests.

Standardized Testing: All 9<sup>th</sup>-11<sup>th</sup> grade students take mandated standardized tests as determined by the District of Columbia. Additionally, all students enrolled in Biology must take the Biology DC Science Assessment regardless of grade level.

Families wishing to opt out of any required testing should consult the Grading Policy for details about the consequences for failing to participate. These consequences include, but are not limited to, restrictions on taking AP and other advanced courses requiring additional summative assessments.

## Impact of Attendance on Final Exam Exemption

Seniors will **not** be eligible to exempt a final exam in a class if they have more than **five (5)** unexcused absences in the class for the fourth quarter. Students and parents/guardians may appeal for final exam exemption in a course, if the student meets the other criteria, following the appeals procedure. The Head of School will notify students in cases where attendance appeals have been granted.

## Textbook Return

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

## **Title IX and Non-Discrimination Statement**

In accordance with Title VI of the Civil Rights Act of 1964 (—Title VII), 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), and applicable District of Columbia laws and regulations applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Thurgood Marshall Academy are hereby notified that Thurgood Marshall Academy does not discriminate on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information or disability in admission or access to, or treatment or employment in, its programs and activities.

## **Video/ Audio Recording**

Video and audio recording of events not open to the public involving a) school employees carrying out their school-related duties, and/or b) students, and/or c) parents and/or d) others involved in school-related business, including but in no way limited to meetings between parents and teachers/administrators, IEP team meetings and other special education – related meetings, meetings between or among administrators and school employees and/or meetings between or among school employees only and/or meetings between or among administrators only shall not be permitted.

Exceptions to this policy may be granted by the Executive Director in her/his sole and exclusive judgment. Prior written requests to video or audio record events as aforesaid must be made to the Executive Director at least 48 hours prior to the event that the requestor seeks to video or audio record. Such permission should only be granted under extraordinary circumstances and where doing so will be in the best interests of Thurgood Marshall Academy in pursuing its educational mission and in the best interests of students. If permission is granted to video and/or audio record an event, under no circumstances may any recording of any kind whatsoever be made public, posted on the internet, or sold. School leaders will determine whether Zoom calls and other electronic meetings are to be recorded, and such recordings are the property of Thurgood Marshall Academy.

Nothing herein shall be interpreted to prohibit any person from video or audio recording any school-related event which is open to the general public, including but not limited to athletic contest, fine arts performances, debate tournaments, etc. A person may not profit directly or indirectly from the recording of any such public event by selling or posting such recordings on the internet for a fee.

## **Video Surveillance**

Thurgood Marshall Academy is secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Students and/or visitors to the building should not have the assumed right to privacy. Video footage will be reviewed as deemed necessary by school administration, Deans, and/or security. Video footage is the property of Thurgood Marshall Academy, is not considered a school record, and will not be released to any individual with the exception of law enforcement or under lawful subpoena.

## **Visitor Policy**

Family members of students and other guests are welcome at Thurgood Marshall Academy.

As noted in the “Building Hours” section above, the school asks that visitors limit business on school grounds as much as possible during pandemic-response periods, and that visitors be prepared to undertake additional clearances--such as a health screening--before entering the building. In addition, to ensure the safety of all members of the Thurgood Marshall Academy community, the school established the following visitor policy:

1. All visitors must present identification and sign in and out at the security desk at the school entrance.
2. A visitor wishing to meet with a teacher or other staff member should make an appointment in advance with that person.
3. Any visitor who interferes with the work of students or employees of Thurgood Marshall Academy will be asked to leave immediately.
4. Any visitor wishing to visit a current student must be included on the student’s Emergency Contact Form. The school will not allow anyone to see a student if he/she is not included on the form. Any changes to the Emergency Contact Form must be done so in writing from the parent/guardian listed as the primary contact for the student.
5. In addition to the conditions noted above, any visitor wishing to provide outside services (counselors, mentors, etc.) for a currently enrolled student must provide the school with a signed consent form and contact the school in advance if they require space to provide services. Please note, confidential meeting space is limited at the school and requests may be denied if the school is unable to accommodate due to space limitations. Therefore, it is imperative that parents and service providers communicate needs to the appropriate Dean in advance.

## Withdrawal

Students may withdraw from Thurgood Marshall Academy during the school year, before the school year or after the school year. Families who wish to withdraw a student must complete the Withdrawal Form, return all assigned textbooks, and pay all outstanding school fees. Parents/Guardians must provide proof of enrollment in a subsequent school within ten (10) calendar days. Failure to do so will result in the student being considered truant/drop-out. Proper truancy protocols will be followed.

Students who withdraw from Thurgood Marshall Academy at any point may not re-enroll during the same school year. Students must begin the enrollment process as new students for subsequent school years. Such students will be evaluated on a case-by-case basis by the school administration pending credit evaluations. **Students who are scheduled for Disciplinary Hearings (e.g. expulsion and/or long term suspension) and elect to withdraw will not be eligible to re-enroll for a period of one year.**

# Academic Policies

## Academic Communications

Progress reports are distributed two times per quarter. Report cards are distributed at the end of each quarter.

### Academic Probation

Students who are in danger of failing, have low or failing grades from the previous school year, and/or have a GPA of 1.50 or lower are placed on academic probation. Academic probation consists of required tutoring as well as check-in meetings with the student's Divisional Dean. Students may be placed on academic probation at any time throughout the school year. Students on academic probation are re-evaluated at the end of each quarter to determine whether a change in their status is appropriate.

### Academic Records Requests

Requests for academic records (transcripts, report cards, conduct, attendance, special education evaluations, individualized education plans, Verification of Enrollment, etc.) must be submitted in writing to the Correspondence Drop Box. The form for such requests is available in the main office. There may be fees associated with requests. Requests will be processed on a first-come first-served basis and may take at minimum 48 hours to process.

## Awards

- **Thurgood Marshall Academy Scholars**

Students who excel academically are rewarded at Thurgood Marshall Academy. Students who achieve the following grade point averages are identified as Thurgood Marshall Academy Scholars:

**Honor Roll:** Grade point average between 3.00–3.49

**Magna Scholar:** Grade point average between 3.50–3.79

**Summa Scholar:** Grade point average between 3.80 and above

Thurgood Marshall Academy Scholar honors are awarded at the end of the first quarter, the first semester, the third quarter, and the academic year.

Thurgood Marshall Academy gives the following awards annually:

- **The Thurgood Marshall Academy Wing Award:** This award is given to the student who most demonstrated resilience through personal and/or academic adversity throughout the school year. (End of Year Ceremony Only)
- **Joshua M. Kern Medal and Scholarship:** This scholarship is presented to the graduating senior who best personifies the qualities of character, the instincts for leadership, and the passion for social justice of the Co-founder and first Executive Director of Thurgood Marshall Academy.
- **Brandi Rutan Law Award:** This award is given to the student who best embodies the values of activism and civic involvement. (End of Year Ceremony Only)
- **Frederick Douglas Award:** This award is given to the student who best embodies the characteristics of the award's namesake, understands the importance of education, and takes ownership of his or her studies. (End of Year Ceremony Only)
- **Barbara Jordan Award:** This award is given to a student who shows dedication to civic improvement and leadership in their community. (End of Year Ceremony Only)
- **Thurgood Marshall Award:** This award is given to the student for their scholarly achievement and their interest and dedication to social justice issues. (End of Year Ceremony Only)
- **Katie Rusnak Herman Award for Excellence in Leadership:** This award is given to the student for demonstrating intellect, talent, dedication, and resourcefulness that make the student an invaluable asset to the Thurgood Marshall Academy community. (End of Year Ceremony Only)
- **Valedictorian and Salutatorian:** Thurgood Marshall Academy selects a valedictorian and salutatorian from amongst the senior class each year. To be eligible a student must have been enrolled at Thurgood Marshall Academy for three consecutive school years. The valedictorian will be the student who has the highest grade point average (weighted GPA). The salutatorian will be the student with the second highest GPA. Only grades earned at Thurgood Marshall Academy will be included in the student's GPA. The Administration may determine that a student does not qualify to be valedictorian or salutatorian if he/she has any discipline infractions or is not in good standing based on his/her conduct record. (Graduation Only)

## Calculating Course Grades

### Semester Courses

For half credit (.5 credits) courses, both quarters are equal to 90% of the final grade, and a cumulative final exam is equal to 10% of the final grade.

### Yearlong Courses

For yearlong courses (1.0 credit), all four quarters are equal to 90% of the final grade and the cumulative final exam is worth 10% of the final grade. Mid-term exams are calculated as part of the second quarter grade.

### Senior Final Exam Exemption Policy

The exemption from final exams is designed to provide incentive for seniors to maintain a responsible academic record through their final term at Thurgood Marshall Academy Public Charter High School. **Final Exam exemption applies only to seniors** and does **NOT** apply to Advanced Placement (AP) tests or project-based finals and papers. Seniors who are eligible for exemption are not required to take an exam nor should s/he report to school during the assigned testing period. Students who meet the exemption criteria will not be required to take the final exam for the course and their final grade will be calculated as follows:

#### Year-long Courses

Quarter 1 (25%) + Quarter 2 (25%) + Quarter 3 (25%) + Quarter 4 (25%) = Final Course Grade

#### Semester Courses

Quarter 1/3 (50%) + Quarter 2/4 (50%) = Final Course Grade

If a senior who is eligible for exemption elects to take the final exam, the student should notify the instructor of his/her preference to sit for the final test.

Teachers will be notified of students who qualify for exemption and instructors are responsible for informing such students. Letters will be provided to parents about which course(s) the exemption applies and the period(s) in which the student should not report to school.

In order to exempt a final exam, seniors must meet the following criteria:  
Seniors who have a cumulative —All average, 90.0% or greater, at the end of a course (semester and year-long courses) may be eligible to exempt the final exam in that course if they meet the other criteria. The 90.0% or greater average will be calculated from the mean of each quarter through progress report two in the last quarter of the course. For example:

### Year-long Course Qualification

$$(Q1 + Q2 + Q3 + Q4P2)/4 = 90.0\% \text{ or higher}$$

### Semester Course Qualification

$$(Q1 + Q2P2)/2 = 90.0\% \text{ or higher } \textbf{or} (Q3 + Q4P2)/2 = 90.0\% \text{ or higher}$$

## Course Catalog

Thurgood Marshall Academy publishes a Course Catalog annually. The Course Catalog includes class offerings and educational opportunities. In addition, information about graduation requirements and scheduling procedures are included. It is important to note that *not all courses listed are offered each semester*. Some courses may not be offered due to student sign-ups, resources available, and/or teacher availability. Copies of the Course Catalog may be requested from the main office or accessed via the school's website.

## Course Credit

To receive course credit to meet promotion and graduation requirements, a student may not score lower than a C- for a final grade for a course. Students who receive final grades which are 69% or below do not receive credit for the course in which they have received the grade. The school issues letter grades on all report cards and transcripts. The school does not provide numeric grades.

### Current Student Transfer Credit Policy for Credit Recovery

Thurgood Marshall Academy accepts credit recovery credits for students who have completed the course at Thurgood Marshall Academy but did not earn a passing grade.

Students in grades 9 -11 may earn up to three (3) recovery credits per school year from an approved credit bearing institution. Graduating seniors in need of credit to meet graduation requirements may enroll in the required courses needed without limit. Credit bearing institutions include:

- Thurgood Marshall Academy Summer School
- DCPS Summer School
- Summer School offered by an accredited school system (e.g., Washington, DC, Catholic Schools)
- Nationally accredited credit recovery programs (*Note: Any course available in the course catalog of any approved credit recovery program can be used to meet graduation requirements. A TMA administrator will review the course and make a final determination on how the course will be applied to the graduation requirement.*)

Students seeking credit recovery must be enrolled in a course that corresponds to Thurgood Marshall Academy's course and graduation requirements. It is the student's responsibility to enroll in the appropriate courses at an approved institution. Students *must seek approval* from the



Head of School **before** enrolling in any courses outside of Thurgood Marshall Academy to ensure that the course meets the school's credit transfer requirements and graduation criteria.

Students in grades 9-11 must be currently enrolled and have completed and failed a course to participate in credit recovery. A transcript evaluation will be completed to make a final determination on eligibility and participation.

To earn recovery credit, students must successfully complete a course with a C- or better or the numeric equivalent of a 70% or higher.

Students seeking transfer of credit recovery courses will be reviewed on an individual basis by Thurgood Marshall Academy administration.

Please consult the school's Course Catalog for specific policies related to grade calculations for transfer and credit recovery grades.

## **Grade Point Average**

A student's Grade Point Average (GPA) is extremely important for the college admissions process. A high GPA enables students to be competitive in the college application process and makes it easier to earn scholarship money to pay for the costs of a college education. Each Thurgood Marshall Academy student should understand that colleges examine a student's cumulative GPA from ninth through twelfth grade. Students will learn how to calculate their GPAs in Advisory. Advanced Placement and honors courses receive extra weight in the calculation of the student's GPA. Please refer to the section on Advanced Placement and honors courses. Thurgood Marshall Academy only includes grades earned at the school towards a student's GPA calculation.

## **Grade Scale**

Thurgood Marshall Academy uses a letter grading system to measure student progress in courses. The grading scale is as follows:

### **Standard GPA Grading Scale**

<b>Letter Grade</b>	<b>Numeric Range</b>	<b>Grade Point Value</b>
A+	100–97	4.33
A	96–93	4.00
A-	92–90	3.67
B+	89–87	3.33
B	86–83	3.00
B-	82–80	2.67
C+	79–77	2.33
C	76–73	2.00

C-	72–70	1.67
F	69 or below	0.00

Period	Class Name	Grade	GPA Numeric Equivalent	Credit Weighting	Quality Points
<i>Example</i>	English 10	B+	3.33	1	3.33

### Honors GPA Grading Scale

Letter Grade	Numeric Range	Grade Point Value
A+	100–97	4.83
A	96–93	4.50
A-	92–90	4.17
B+	89–87	3.83
B	86–83	3.50
B-	82–80	3.17
C+	79–77	2.83
C	76–73	2.50
C-	72–70	2.17
F	69 or below	0.00

Period	Class Name	Grade	GPA Numeric Equivalent	Credit Weighting	Quality Points
<i>Example</i>	Honors Algebra	B+	3.83	1	3.83

### AP (Advanced Placement) Grading Scale

Letter Grade	Numeric Range	Grade Point Value
A+	100–97	5.33
A	96–93	5.00
A-	92–90	4.67
B+	89–87	4.33
B	86–83	4.00
B-	82–80	3.67
C+	79–77	3.33
C	76–73	3.00
C-	72–70	2.67
F	69 or below	0.00

Period	Class Name	Grade	GPA Numeric Equivalent	Credit Weighting	Quality Points
<i>Example</i>	AP History	B+	4.33	1	4.33

## Calculating GPA

Each letter grade is assigned a Grade Point Value (see table above). The GPA is calculated by multiplying the Grade Point Value for all eligible completed courses (FINAL grades only) by the credit attempted for the courses (courses are valued at 0.25 credit, 0.5 credit or 1.0 credit). The final number is divided by the total number of credits attempted to obtain the GPA. GPAs are only calculated at the end of the school year. Student transcripts reflect both a yearly GPA and a cumulative GPA (inclusive of all eligible courses completed at Thurgood Marshall Academy).

### Example:

#### Sam Jackson, 11<sup>th</sup> grade

Course Name	FINAL Grade	Grade Point Value		Credit Attempted	GPA Value
AP English Language	A-	4.67	X	1.00	4.67
Algebra 2 (H)	B+	3.83	X	1.00	3.83
Spanish 3	C	2.00	X	1.00	2.00
US History	C-	1.67	X	1.00	1.67
Intro to Law	F	0.00	X	1.00	0.00
PE 2	B	3.00	X	0.50	1.50
Music App	C	2.00	X	0.50	1.00
			Total:	<b>6.00</b>	<b>14.67</b>
			Year-end GPA:	<b>2.445</b>	

## Courses Included in GPA Calculation

Only eligible courses completed during the regular academic year are factored into the GPA calculation. Generally, all academic courses offered during the regular academic year are included in the GPA calculation. Courses graded on a Pass/Fail scale (Law Firm Tutoring, AP Seminar courses, etc.), summer school courses, and credit recovery courses are not included in the GPA calculation. Please reference the course catalog to determine if a course is included in the GPA calculation.

## **Factoring Summer Courses and Credit Recovery Courses into GPA**

### Class of 2022 and After

Students must earn a passing grade (70% or higher) to *make up for the failed* courses (taken either at TMA or another location) and credit recovery courses. *Students who complete a credit recovery course will earn a C- on their transcript. The original failing grade remains on the transcript and is averaged with the C- for GPA purposes.*

### Class of Before 2024

Summer school courses (taken either at TMA or at another location) and credit recovery courses are not factored into the GPA calculation. These courses are taken for credit recovery purposes only. The original failing mark earned in the course is the only grade factored into the GPA calculation.

## **Factoring High School Grades Received Prior to TMA Enrollment**

Grades received prior to enrolling at Thurgood Marshall Academy are not factored into the GPA calculation. A Transfer Credit Worksheet should be completed during the summer prior to enrolling at Thurgood Marshall Academy PCHS. The Transfer Credit Worksheet will include all courses included on the official transcript from the student's sending school and denote if the course credit earned will transfer into Thurgood Marshall Academy. These courses are used to fulfill graduation requirements, but the grades are not eligible for inclusion in the GPA calculation.

## **Graduation Requirements**

Student schedules are done on an annual basis. Students complete the course request process each spring. Student course selections are not final until approved by school administration. Faculty/staff recommendations are a part of the student scheduling process. All students must have full-day schedules; senior students who have met all graduation requirements may enroll in elective courses—half-day or part-time student schedules are not permitted. Student schedules cannot be changed after the schedule request class add/drop date established each academic year; full-year courses may only be changed in the fall.

Seniors who do not meet all graduation requirements will not be allowed to participate in commencement activities. This includes community service hours, academics, and discipline requirements.

### **Thurgood Marshall Academy Public Charter School 2012 and beyond Graduation Requirements\*** (Students entering 9<sup>th</sup> grade after September 4, 2007)

<b>Subject Area</b>	<b>Thurgood Marshall Academy Graduation Requirements Number of Carnegie Units</b>
English	4.0
Foreign Language	3.0
Mathematics	4.0
Science (must include three lab sciences)	4.0
Health and Physical Education	1.5
History/Social Studies (World History I, World History II, US History, US Government, DC History)	4.0
Art	0.5
Music	0.5
Electives (of which, 1.0 credit of Law; 1.0 credit of Portfolio, 0.5 Technology are required)	4.5
Community Service	100 Hours
<b>Total</b>	<b>26.0</b>

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

*\*\*Beginning in school year 2014-15, in accordance with our policies, Thurgood Marshall Academy may award course credit through a Credit by Exam (CE) option to students who demonstrate required proficiency levels in a graduation mandated course in foreign languages and mathematics to students prior to a student taking the course.*

## **Homework Policy**

Homework is an important aspect of school work at Thurgood Marshall Academy. It helps students prepare for class and extend concepts learned in class. Students with an excused absence have two days to turn in homework assignments. Students with excused, long-term absences can make alternative arrangements with the administration. A teacher may adjust this policy at his or her discretion. It is the student's responsibility to speak with his or her teacher about late homework assignments the day s/he returns to school.

## Honors and Advanced Placement Courses

Thurgood Marshall Academy is a rigorous college preparatory high school. It offers a variety of honors and Advanced Placement courses. Grades in honors courses will be weighted an extra .5 in calculating student GPAs. Grades in Advanced Placement courses will be weighted an extra 1.0 in calculating student GPAs. Weighted course grades do not affect a student's overall grade in a course.

Incoming 9<sup>th</sup> grade students will be assessed for eligibility based on Summer Prep test results. Placement in honors and Advanced Placement courses is based upon a combination of student grades, performance on standardized tests such as PARCC and PSAT, and teacher recommendation.

### Advanced Placement Courses

The Advanced Placement (AP) program is a cooperative educational endeavor between secondary schools and colleges/universities. AP courses give students exposure to college-level material and provide them an opportunity to show their mastery of course content by taking the AP exam. Colleges and universities often grant credit, placement or both to students who earn passing scores on the AP exam.

AP courses are extremely rigorous and cover content at an accelerated pace. Students who choose to take AP courses are expected to complete all pre-course/summer requirements specific to the course, remain in the course for the entire year and sit for the associated AP exam. Students are responsible for paying all applicable AP exam fees.

If a student struggles with an AP course, it is expected that they will commit themselves to a greater effort and seek regular support services. ***Please note that students who both choose and are scheduled for AP course(s) will be required to remain in the course(s) after the course add/drop date.***

### Individualized Education Plans (IEP)

An IEP is a legal document that sets goals and objectives for students with disabilities. Thurgood Marshall Academy places students with IEPs in the least restrictive environments available for those students. The IEP describes the programs and services that will be offered to help these students reach their goals. Student IEPs will be reviewed annually as required by the Individuals with Disability Education Act (IDEA). The IEP team consists of the student, his or her parent/guardian, a special education teacher, general education teachers and other personnel as needed. A re-evaluation of the IEP will be completed at least once every three years to determine whether the student is still eligible for special education services, and what services s/he needs.

Parents of new students should advise the school of any previous IEPs or special services their child received in the past.

Additional information regarding special education, including how to request services at Thurgood Marshall Academy, can be found on our website at [www.thurgoodmarshallacademy.org](http://www.thurgoodmarshallacademy.org).

### **English Learner Support (EL)**

Thurgood Marshall provides quality instruction language support services to students who identify as English Learners. The program is designed to meet individual needs and to ensure English Learners are held at the same standard as students who are native English speakers. The support services are offered in the following model: Inclusion/Collaborative Teaching, Content-based English-as-a-Second Language, Newcomer, and Sheltered Content. Thurgood Marshall is committed to providing English Learner services that are adequate and appropriate. This is achieved through the screening, the development of an EL Individualized Plan, and close monitoring of English learners and teachers who support them.

Parents of new students should advise the school of any previous IEPs or special services their child received in the past.

Additional information regarding , including how English learner support, including how to request services at Thurgood Marshall Academy, can be found on our website at [www.thurgoodmarshallacademy.org](http://www.thurgoodmarshallacademy.org) or you can contact the Direct of Special Education Services, Elena Roberts at [eroberts@tmapchs.org](mailto:eroberts@tmapchs.org)

### **Late Project and Alternative Assessment Policy**

Timely completion of assignments is important for classroom learning and preparation for college. Teachers may choose not to accept late projects. If a teacher chooses to accept a late project/alternative assessment it will be deducted one letter grade for each school day that it is late. In case of an emergency, it is the student's responsibility to speak with his or her teachers to ask for additional time, which may be granted at the teacher's discretion.

### **Make-Up Work Policy**

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

Students returning from unexcused absences will be given work at the discretion of the teacher. For this reason, it is important to ensure that families are submitting appropriate paperwork to excuse absences.

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

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

## **Promotion Policy**

Thurgood Marshall Academy believes that students' school performance is a significant measure of their learning attainments. For a student to succeed at increasing higher levels of school, s/he needs to have a sufficient foundation at his/her present level. Thurgood Marshall Academy believes it is in a student's interest to build a substantial academic foundation before advancing to higher academic levels. This preparation may take more than four years. In fact, many well known college preparatory schools serve the purpose of providing an extra year of study when needed for college readiness.

Accordingly, students must meet applicable academic and discipline standards in order to be promoted to the next grade level.

## **Academics**

The school's promotion policy is grade-level specific as follows:

9<sup>th</sup> grade students must have a minimum of 4.0 credits to be promoted to 10<sup>th</sup> grade. Three of the four credits must be earned in core course subject areas including English or Algebra I, social studies, science and world language.

10<sup>th</sup> grade students must have a minimum of 9 credits (including at least one foreign language credit) and fail no more than two core courses to be promoted to 11<sup>th</sup> grade.

11<sup>th</sup> grade students must have a minimum of 16 credits (including at least two foreign language credits) and be on track to fulfill graduation requirements (based on a transcript review) to be promoted to 12<sup>th</sup> grade.

*To receive a diploma, seniors must meet all graduation requirements.*

## **Community Service**



Community service is an important dimension of a student’s civic development and inherent in the mission of Thurgood Marshall Academy. Community service must be documented annually by May 15. Students must complete one hundred hours of community service to meet graduation requirements, as set forth below by the targets for the Portfolio program:

1. By May 15th of 9<sup>th</sup> grade, students should have completed 20 hours.
2. By May 15th of 10<sup>th</sup> grade, students should have completed 40 hours.
3. By May 15th of 11<sup>th</sup> grade, students should have completed 70 hours.
4. Students must complete one hundred hours by May 15 of their graduation year.

Community service may be completed on campus or in the student’s community. The Thurgood Marshall Academy Programs Office and Office of Student Affairs periodically arrange for community service projects for students. Community service hours must be submitted by May 15 of the current academic year to be counted for portfolio requirements.

In order to receive credit for community service, students must have hours documented through the —x2voll online program. Information regarding this program may be found on the school website. Community Service may only be performed at a 501(c)(3) non-profit organization or government agency and must be verified by an adult using the online portal. The verifying adult may not be an immediate family member (parent, guardian or sibling). Only community service hours earned after the conclusion of middle school will be counted towards graduation requirements.

## **Conduct**

Students who have accumulated 20 or more discipline infraction points will not be promoted to the next grade. For a more detailed description of this process, please see the section on the Code of Conduct.

## **Portfolio**

The portfolio is a collection of work and reflective assignments that a student has completed throughout the school year. The portfolio process includes: subject area academic work, citizenship and academic goal tracking and reflection, as well as college and career preparation components, all which are graded by his/her advisor and submitted each quarter. There is a different set of requirements for each grade level. Students compile their portfolios throughout the year and are assisted with this process during Advisory. New students present two times per year, once each semester. Returning students present at the end of each year. The purposes of portfolio presentations include developing student abilities in achievement, reflection, and presentation as well as to display student progress to family members and the Thurgood Marshall Academy community.

Thurgood Marshall Academy students must complete 1.0 credit of portfolio in order to graduate. Students complete .25 credits of portfolio each year at each grade level. New tenth grade

students complete .25 credits at the end of first semester and .25 credits at the end of second semester. New eleventh grade students complete .25 credits at the end of first semester, .25 credits at the end of second semester junior year, .25 credits in the fall of senior year, and .25 credits in the spring of senior year.

## **Student Schedules**

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

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

# Student Uniform Policy

## Thurgood Marshall Academy's Daily Uniform Code

Students are required to wear a school uniform each day. TMA will provide one TMA polo shirt and one outer; additional shirts and outerwear can be purchased from RISSE Brothers. During cold weather months, students may only wear the provided Thurgood Marshall Academy uniform sweater or fleece. Financial assistance for uniform purchases is available.

Students who do not come to school dressed in the school uniform will be offered a loaner uniform. If a student refuses to use the loaner uniform, students will have the option to retrieve their own personal uniform from home, someone can bring their uniform to school for them, or they may borrow a uniform from the school. It is the student's responsibility to enter the school building in proper uniform daily.

Loaner items must be returned at the end of the day on the same day it was borrowed or within the time frame agreed upon. Students will be billed for all unreturned items at a reduced rate. In the event a loaner item is offered and the student refuses or chooses not to use the loaner item and remains out of compliance, s/he will be sent to ISS.

Students who do not have alternative clothing in their possession that meets the school's uniform guidelines and are unable to find suitable loaner clothing to get into proper uniform, will be sent to sit in In-School-Suspension for the day.

For events which require students to be dressed in professional dress (e.g. Law Day, field trip requiring professional dress) students must abide by the Professional Dress guidelines outlined in this section. Students who are not compliant with the Professional Dress will not be able to participate in the activity and will be sent home for the remainder of the day.

## Thurgood Marshall Academy's Daily Uniform Code

- TMA logoed polo (In the event of cold weather students may wear a long sleeved t-shirt underneath or thermal)
- Tan khaki pants
- Face Mask (required)
- TMA ID
- Closed toed and heeled shoes
- TMA logoed or TMA Swag outerwear (if cold)

Please note that students should refrain from wearing the following in the building:

- Hats, skull caps, sunglasses, ski masks, shower caps, sun visors, bandanas, bonnets, and any other head apparel are not to be worn and must be kept in student lockers during the

school day. These items may never be worn in the school building during the day and should be removed upon entering the building.

- Exceptions are made for religious/cultural head wraps. Please work with the grade-level dean and/or another member of the Administrative team so we can properly accommodate your student's religious needs.
- Cut-offs, shorts, skorts, crop, sweatpants, denim, cargo pants, and capri pants are not allowed during the school year.

# Attendance Policy

Because daily attendance is vital to success in school, it is very important that students are present and on time every day of school, for the entire day. Thurgood Marshall Academy is a significant time commitment, but by enrolling, students have pledged to accept our extended hours, and families have agreed to support students in this endeavor.

Our school day begins at 8:45 am and ends at 3:30 pm.

Students who are absent from school are not permitted to:

1. Be on school property
2. Participate in school activities
3. Attend school activities and/or after school activities

## Late Arrival

If a student is not present and on screen for advisory by 8:45 am, that student is considered tardy.

## Tardy Policy

The following procedures apply if a student is tardy (not in the classroom by the starting time of the period) to any class:

- (1) If a student is late to class and does not have a pass, s/he may not be admitted to class. Students must report to the security desk to obtain an unexcused tardy pass.
- (2) If a student is in the hallway without a pass 10 minutes after the beginning of any period or lunch, the student is considered to be skipping class and will be escorted to class.

## Excused Absences

- Death in the student's immediate family (verification required);
- Illness of the student (a doctor's certificate is required for a student absent more than two consecutive days);
- Observance of a religious holiday;
- Out-of-School Suspension or In-School Suspension;
- Medical reasons such as a doctor's appointment (a doctor's note should be provided when the student returns to school);
- Other absences approved **in advance** by the Thurgood Marshall Academy administration upon the written request of a parent/guardian;

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

## Documenting an Excused Absence

When a student returns to school after an absence, s/he should email a completed Request to Excuse Student Absence Form along with any supporting documentation to our Attendance Officer. The note should include the date(s) of the absence, the reason for the absence, and any required documentation. ***An original doctor's certificate should be provided for medical appointments scheduled during the school day or absences due to illness totaling three or more days.*** Any student who is absent 10 or more days, unexcused, is defined as chronically truant. Thurgood Marshall Academy follows the District of Columbia policy for reporting chronically truant students to court social services or the Child and Family Services Agency (CFSA).

***IT IS THE STUDENT'S RESPONSIBILITY TO OBTAIN MAKE-UP WORK FROM TEACHERS.***

## **Truancy**

Truancy is the willful absence from school by a minor (5–18 years of age) with or without parental approval, knowledge, or consent.

A truant is a minor (5–18 years of age) who, without a valid reason and with or without parental knowledge or consent, does not attend school. A student is considered chronically truant when he or she accumulates 10 or more unexcused absences in one school year. Students between the ages of 14 and 18 who accumulate 15 or more absences will be referred to DC Court Services for truancy. Students under the age of 14 will be reported to CFSA, per District of Columbia policy.

## **Truancy Enforcement**

All uniformed law enforcement officers in the District are responsible for truancy enforcement.

- If a truant is picked up by the police, s/he will be transported in a police vehicle to the school.
- Parents/guardians are notified of the student's truancy status.
- Parents/guardians and students may be required to attend a truancy conference.

## **Consequences of Poor School Attendance**

Missing school may result in:

- 1) Poor work habits
- 2) Lower grades/loss of credit
- 3) Frustration in learning
- 4) Dropping out of school

## **Student Responsibilities**

- 1) Arrive on time to school each day;
- 2) Attend all classes daily;
- 3) Assume responsibility for behavior which supports regular attendance;
- 4) Come to school each day ready to learn and prepared with all required materials.

## **Consequences of Absences**

We understand that children get sick and that emergencies come up, but good attendance is critical to their education. Please be aware that the following are part of the Thurgood Marshall Academy attendance policy:

- If a student has 20 or more unexcused absences (consecutive), s/he may be administratively un-enrolled after documented notice to the family of such a withdrawal.

- If a student has 15 or more unexcused absences (consecutive or non-consecutive), we will make a referral to Court Services (students 14 – 18 years of age).
- **Students who are un-enrolled will not be eligible to return to Thurgood Marshall Academy for the school year in which they were un-enrolled. If an un-enrolled student wants to return to Thurgood Marshall Academy for the next school year, s/he will need to reapply through the normal admissions process. Information about the admissions process will be available on the school's website.**



# Thurgood Marshall Academy Gym Facility and Physical Education Program

Thurgood Marshall Academy PCHS includes a state-of-the-art facility for student use in the Physical Education program and Athletic program. All students are required to complete 1.0 credits of physical education to meet graduation requirements. Students must meet the athletic eligibility guidelines to participate in school sponsored athletics. The school has established guidelines and policies guiding the use of the gym facility and physical education classes to ensure the safety of all students and faculty/staff. These guidelines are subject to change.

## Injuries

All injuries sustained in Physical Education (PE) class should be immediately reported to the teacher so that proper action can be taken. Horseplay during class, in the locker room, or in any other facility is discouraged. .

## Medical Excuse

Students in physical education class may be excused from participating in class because of illness or injury up to three days per semester by written note from parent, guardian, or the school nurse stipulating the number of days. Students will still be required to dress for class (unless the medical situation prohibits the changing of clothes). Additionally, students will be required to participate in activities that do not interfere with their medical situation when possible or complete alternative tasks or activities when injury prohibits participating in class activities.

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

## Physical Education Locker Room Rules

Students in PE classes are assigned a locker for personal use at the beginning of the semester. Students are highly encouraged to use their lockers to store belongings during PE class. Students should not share their combinations with other students. Additionally, students should not share their locker with other students. Thurgood Marshall Academy will not be responsible for items lost or stolen in the locker rooms. The following are locker room procedures:

- Students are to enter the locker room and take no more than five minutes to change into PE uniform.
- During class, all items should be locked in the student's locker.

- Any student entering the opposite sex locker room will immediately be referred to his/her respective Dean.
- Students should not use the restroom in the locker room for changing.
- No sharing of lockers is permitted.
- Students may only use the locker that has been assigned to them.
- Students should mark their clothing with their name so that it is visible
- Students should not share their locker combination with anyone.
- Students should not bring valuables to class.

Once class begins, no student is allowed back into the locker room without permission.

If items are missing from a student's PE locker, s/he should report the incident to the PE teacher immediately. Please be advised that student lockers are cleaned out within one week of the end of the semester and/or season. Students are responsible for removing all items from their locker. Items found in a student's locker after the time frame designated will be discarded

### **Physical Education Dress Requirement**

Students enrolled in PE class are required to wear appropriate PE attire. Students are expected to dress for class even when they are limited from participating physically (unless permanent or temporary handicap makes it impossible).

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

### **Fitness Room**

Athletic center occupants must observe city and school pandemic response policies (such as wearing masks and answering health screenings).

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

### **Gymnasium and Fitness Center Rules**

Thurgood Marshall Academy rules as specified in the Code of Conduct are applicable to the athletic facility including the gym, classrooms, locker room, and Fitness Room. Additionally, the following rules will apply to the Gym and Fitness Room:

- Only sneakers are allowed on the gym floor and in the Fitness Room
- Sneakers must be laced and tied securely
- No balls of any kind hit off walls
- No throwing of objects
- No horseplay

- Students are to remain on the designated Thurgood Marshall Academy side of the gym at all times
- No gum, candy, seeds, or other food or drink are permissible in the facility
- Water bottles are allowed when working out and during PE class as specified by the supervising teacher and/or coach
- Do not leave the Gym or Fitness Room without permission
- Students must use appropriate language at all times
- There should be no excessive, rough, or dangerous play
- Actions that are unsafe to oneself and others should be avoided.
- Equipment must be used safely and properly and with the direct permission and supervision of the teacher

# Supplemental & Out of School Time Programs

Thurgood Marshall Academy offers a number of supplemental programs to enrich and enhance student learning. These programs include: Law Day, mentoring, tutoring, educational field trips, clubs, sports and other after school programs.

## Homework Help

Homework Help is Thurgood Marshall Academy’s after school study space designed to provide all students with the resources they need to understand and complete their homework. Monday through Friday, Homework Help offers students one-on-one tutoring, access to Thurgood Marshall Academy faculty, a chance to work collaboratively with other students, and a quiet space to complete their homework. The programs department will provide a snack for all Homework Help participants who are productively working. Tutors include Thurgood Marshall Academy faculty/staff and trained students from The George Washington University, Georgetown University, and Howard University. Tutoring is supervised by Programs staff.

## Athletics

Students must have a minimum GPA of 2.0 and meet the other requirements listed in the *Eligibility Requirements for Students* to participate in Thurgood Marshall Academy’s Athletics programs located in the Appendix.

## Clubs

Thurgood Marshall Academy sponsors a variety of clubs through which students can explore areas of interest and gain leadership skills outside of the classroom. Clubs are coordinated by the programs department staff, but may be initiated by students, faculty/staff, or external organizations. Club offerings each year vary based on interest and funding.

## Law Day (REQUIRED for 9<sup>th</sup> grade)

Law Day is a half-day program designed to familiarize ninth grade students with the US legal system through mock trials, round table discussions, and interactive case studies. One Friday afternoon each month, the 9<sup>th</sup> grade will travel to three local law firms to explore basic legal principles under the instruction of trained attorneys. Students are required to wear professional dress as outlined in the student handbook.

## Howard Law Academy (REQUIRED for 10<sup>th</sup> grade)

Thurgood Marshall Academy and Howard University School of Law partner to provide half-day programming created to encourage the 10<sup>th</sup> grade students to see how law is present in their everyday lives. Further, it helps our students find their voice and gain the tools necessary to

navigate our democratic society. Twice each semester, the tenth grade will travel to Howard University's School of Law campus to engage in programming taught by law students and professors. This program helps students understand the requirements and steps needed to get from an undergraduate institution to a job at a law firm.

### **Law Firm Tutoring (REQUIRED for 11th grade)**

Every other Tuesday (5:00 pm–6:00 pm), 11<sup>th</sup> grade students travel to Thurgood Marshall Academy's partner law firms to complete their homework with the assistance of legal professionals including attorneys, paralegals, and staff. Students will earn .25 credits for the year for successfully completing the law firm tutoring program. The class will be graded pass/fail and grades will be based on attendance, student preparedness, and willingness to participate. Tutors at law firms work one-on-one with students to prepare for tests, complete projects, and discuss college/career goals. Dinner is provided for all students at the law firms. Students and tutors are supervised by Thurgood Marshall Academy faculty/staff members.

### **Mentor Program (OPTIONAL for all grades)**

Participating students are paired with professional adults who can offer support, advice, and guidance during their final years of high school and the critical post-secondary planning process. Students and mentors attend monthly Mentor Days (one Saturday a month, 12:30 am–2:30 pm), maintain weekly phone/e-mail contact, and arrange one additional outing a month. Past Mentor Day activities included bowling, museum scavenger hunts, college campus visits, and community service projects. All mentors are thoroughly trained, screened, and supported by Programs staff. The Mentor Program has helped students perform better in school, engage in more extracurricular activities, and gain another support system. Students are eligible to earn community service hours for participation.

**The Thurgood Marshall Academy Code of Conduct applies to all school sanctioned after school activities both on and off campus including but not limited to athletic competitions, Law Firm Tutoring, community service projects, club meetings and trips, and special events.**

Students must wear their Thurgood Marshall Academy uniforms while participating in after school activities unless other clothing is warranted. (*Exceptions include but are not limited to football, basketball, dance, cheerleading, sports club meetings, practices, and games.*) **Cleats should not be worn in the building.**

Students are allowed to use cell phones inside the building only during breakfast and after school hours.

Any snack provided by after school program staff must be consumed in the designated location(s).

# Thurgood Marshall Academy Code of Conduct

The TMA Code of Conduct has been created to help you learn about and navigate the expectations of Thurgood Marshall Academy. Students please read this section carefully with your parents and parents please read carefully with your child in order to understand what is expected as a Thurgood Marshall Academy Warrior.

TMA will support all learners with identifying, learning, and practicing many of the skills that will be needed to accomplish the mission that Thurgood Marshall Academy has set for each student: to graduate from Thurgood Marshall Academy with the skills to be a successful college student and citizen. As a student you will be given tools to improve communication, self advocacy, and negotiating. Most importantly students will be encouraged to accept accountability for their actions by utilizing the Thurgood Marshall Academy Behavior Management System.

The Thurgood Marshall Academy Public Charter High School Student Behavior Support System is designed to reinforce prosocial skills to students in order to have a thriving and safe school community. Students support the foundation of a positive school climate by modeling actions including being respectful towards themselves and others, appropriate language, and a willingness to learn in the classroom. While we greatly encourage our students to socialize with their peers and create positive and healthy relationships within our community, it is also important for students to realize the importance of taking their academic and community responsibilities seriously.

The primary objectives of the disciplinary system at Thurgood Marshall Academy are to support a quality learning environment and instill a sense of responsibility and self-discipline in all Thurgood Marshall Academy students.

A full description of the Thurgood Marshall Academy Code of Conduct is provided in order to give students and families a clear understanding of the expectations of students and the consequences of failing to meet these expectations. Students are expected to comply with the Code of Conduct at all times while under the jurisdiction of Thurgood Marshall Academy, including all activities during the school day, all supplemental programs, all extracurricular activities, and all school functions both on- and off-campus.

## Guiding Principles of Good Citizenship

Throughout the year, the following principles will be emphasized:

- Character is defined by what one does; not what one says or believes.
- Every choice a student makes helps define the kind of person one is.
- Good character requires doing the right thing, even when it is costly, unpopular, or when no one is watching.
- What one does matters, and one person can make a difference.

- The payoff for good character is that it makes one a better person and it makes the world and our school community a better place.

## **Character Matters**

The faculty and staff will promote and recognize good citizenship, and students will receive “merits” and other incentives for demonstrating positive character traits, such as:

Responsibility	Fairness/Justice	Citizenship	Perseverance
Respect	Diligence	Punctuality	Courage
Trustworthiness	Integrity	Compassion	Initiative

## **Thurgood Marshall Academy’s Expectations for Student Behavior**

Students are expected to:

- Be respectful to staff and other students
- Treat school property with care and respect
- Follow directives given by faculty and staff the first time
- Use appropriate language
- Dress appropriately in the Thurgood Marshall Academy school uniform
- Avoid disruptive behavior in the classroom or common areas
- Refrain from eating and drinking in classrooms or common areas
- Avoid horseplay

Failure to adhere to these expectations may result in an automatic detention. Please see the explanation of infractions below.

## **Merits**

Students may earn merits throughout the year. Merits are awarded by the TMA faculty and staff for positive behaviors that demonstrate model citizenship.

- Most merits fall under the driving principles of Community, Diversity, Democracy, and Excellence. Students can also earn merits for other things that do not fall under these principles that an adult member of the community feels is merit worthy. (Below are some examples: Helping with the cleanliness of our community, assisting a peer/adult, returning a lost item, standing up for a peer who is being bullied, showing improvement in attendance or behavior, showing academic growth, using one's voice to make change for the community, advocating for an injustice of self and others, etc.)

- Merits can also be used to encourage participation in activities such as Homework Help, mentoring programs, etc. They can be used to encourage students to meet designated goals and targets (e.g. school store, submitting a form, attendance goal, gpa goal, incentive etc.)
- There are no exhaustive qualifiers for merits as it can be used to incentivize most positive actions at TMA.

## Code of Conduct Violations

Violations of the Code of Conduct are accompanied by discipline infraction points:

1. A detention is equal to **one (10)** infraction point.
2. An In-School Suspension is equal to **three (20)** infraction points.
3. An Out-of-School Suspension is equal to **five (30)** infraction points.

Students may be required, or may opt, to attend discipline classes, participate in a restorative day community activity, after school, on a Saturday, and/or during the summer to reduce infraction points.

Students will receive infraction points for the following violations:

- Incorrect Uniform = 1 Infraction Point
- Eating in Class = 1 Infraction Point
- Horseplaying/Playfighting = 1 Infraction Point
- Academic Dishonesty on CW/HW = 2 Infraction Points
- Electronics - Cell Phone/Air Pods/Apple Watch/Headphones = 2 Infraction Points
- Disrupting Class/Learning Environment = 2 Infraction Point
- Disrespecting Teacher/Student = 3 Infraction Points
- Leaving Class Without Permission = 3 Infraction Points (+ Restorative Room)
- Electronics - Student REFUSED to Relinquish Cell Phone = Automatic Detention! = 3 Infraction Points
- Skipping = 5-15 mins Tardy to Class Without a Pass (+ log student in IC as Tardy) = 3 Infraction Points
- Skipping/Abuse of Pass - Student out of class longer than pass allows = 3 Infraction Points
- Skipping = 15+ mins Tardy to Class Without a Pass (+ log student in IC as Tardy + Restorative Room) = 3 Infraction Points
- Skipping Law Day (9th)/Howard Law Day (10th)/Law Firm Tutoring (11th) = 3 Infraction Points

***Below are some examples of actions that might lead to different levels of infraction and the possible consequences. Please note that this list is not exhaustive and TMA has the right to assign a category and consequences for violations that are egregious towards our school community.***



## Category I Violations

Category I violations include, but are not limited to:

- Unauthorized or inappropriate use of electronic items during the school day
- Inappropriate language and behavior(s) toward staff or other students of the Academic Honor Code
- Destruction of school or personal property valued at less than \$500
- Failure to attend detention during the regular school day
- Failure to attend class during the regular school day
- Forgery (including forging passes i.e. bathroom, library, nurse, etc.)
- Gambling (including, but not limited to, rolling dice, card games, placing wagers for bets or any similar activities)
- Lying or giving misleading information to school staff regarding an incident
- Non-threatening verbal altercations including —joning or other offensive language
- Offensive gestures that are sexual or threatening behavior
- Possession, sale, or distribution of flammable products such as matches, lighters, lighter fluid, torches, firecrackers, etc.
- Promotion of fighting or other violent behavior
- Repeated disruptive behavior that is documented via the infraction tracker
- Repeated refusal to follow instructions given by staff (e.g. insubordination)
- Skipping class and/or leaving class without permission
- Eloping and/or leaving the building without permission.

If a student is found to have committed a Category I Violation of Thurgood Marshall Academy's Code of Conduct, any or multiple of the following restorative measures may be taken.:

- Documentation of incidents will be communicated to parents/guardians via email
- Teacher or staff member/student restorative conferences
- Detention
- Parent/guardian weekly notification and conference
- Counseling and Student Support Team Intervention
- Loss of school privileges and a violation of student behavioral contract
- School/community work tasks
- Restorative option, as appropriate
- Parent/guardian conference w/Student Affairs
- In-School Suspension (one to three days)
- Individual behavior modification plan
- Discipline class
- Disciplinary probation and/or a behavioral contract for 30 days

## Category II Violations

Category II violations include, but are not limited to:

- Threatening behavior (verbal or non-verbal)
- Engaging in behavior that demonstrates gang/neighborhood crew affiliation (displaying clothing or gestures associated with gangs)
- Extortion
- Unauthorized possession of over the counter or prescription medication
- Posting or distributing material or literature that is inappropriate, demeaning, humiliating, or damaging to students or staff. This includes posting material on the internet or sending material electronically (via email or cell phone)
- Participation in activities or association with groups that threaten the safety of students or staff (gang affiliation or conduct in neighborhood —crews or other similar groups via social media)
- Destruction of school or personal property valued at greater than \$500
- Theft on/off school grounds
- Failure to follow school visitor policy
- Leaving a school-sanctioned activity without permission
- Violation of Disciplinary Probation or a Final Probation Contract
- Violations of the Academic Honor Code
- Any behavior or other conduct not specifically enumerated in any other Category in this chapter that causes disruption to the academic environment, disruption to the school operation, destroys school property, or causes significant harm to self or others during negative peer interactions
- Sexual misconduct, sexual harassment, lewd or indecent public behavior; engaging in sexual acts on school premises, school related functions, and posted on social media
- Communicating slurs based on actual or perceived race, color, religion, national origin, sex, age marital status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an inter-family offense, or place of residence or business, including derogatory sexual language

If a student is found to have committed a Category II violations of the Thurgood Marshall Academy Code of Conduct, the following restorative measures may be taken:

- Parent/guardian conference
- Parent/guardian conference w/Student Affairs
- In-School Suspension (one to three days)
- Out of School Suspension
- Individual behavior modification plan
- Discipline class
- Disciplinary probation and/or a behavioral contract
- Restorative option, as appropriate
- Wellness class for domestic violence victims and initiators

## Category III Violations

Category III violations are defined as the school's most serious offenses and include, but are not limited to:

- Bullying or harassment of students or staff (physical, verbal or electronic)
- Hazing
- Fighting or other violent and/or aggressive behavior and/or resulting in bodily harm or support needed outside of a school official
- Instigating a fight that has resulted in a group fight or significant bodily harm either in person or use of social media
- Tampering with or pulling fire alarm and using extinguishers in non-emergency situations
- Use of flammable products such as matches, lighters, lighter fluid, torches, firecrackers, etc. on school premises
- Activating a false alarm
- Unauthorized use, selling or distribution of over the counter or prescription medication
- Throwing objects that may cause injury or damage to property
- Trespassing
- Possession, sale, distribution or use of drugs (including but not limited marijuana, cocaine, heroin PCP and other banned substances and synthetic drugs), alcohol, tobacco products (including but not limited to cigarettes, e-cigarettes, etc.), or other items that classify as drugs
- Possession, sale, distribution or use of drug paraphernalia such as: pipes, rolling papers, clips, etc.
- Possession, sale, distribution or use of any substance as a drug (may include, but not limited to: inhalants, prescription medications, cough syrup, etc.)
- Possession or use of mace, pepper spray, tasers or similar products
- Possession or use of any item that can be used as a concealed weapon
- Possession of weapons or other prohibited items on school property
- Possession of any item that can be used as a weapon (e.g. knife, dagger, box-cutter, screwdriver, hammer, etc.) whether or not the item was used as a weapon or intended as a weapon.
- Arson, biohazard or bomb threats
- Repeated Category I and II violations of the Code of Conduct
- Any behavior or other conduct not specifically enumerated in any other Category in this chapter that causes harm or threatens the overall safety and security of the school community, disruption to the school operation, destroys school property, or causes significant harm to self or others
- Possession of any firearm (e.g. gun, BBgun, rifle) or item that meets the criteria of "Other firearm" (see below)
- Possession of any item defined by the Gun Free Schools Act as "other firearms" including: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of any explosive;

- The frame or receiver of any weapon described above;
- Possession of any firearm muffler or firearm silencer;
- Possession of any destructive device, which includes: any explosive, incendiary, or poison gas (such as: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or similar device);
- Possession of any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Possession of any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

If a student is found to violate a Category III violations of the Thurgood Marshall Academy Code of Conduct, the following restorative measures may be taken:

- Disciplinary probation and/or a behavioral contract for 30 days
- Out-of-School Suspension and re-entry conference (with student)
- Restorative option, as appropriate
- Expulsion

## Refusal to Comply with School Personnel

Students are expected to comply with all reasonable requests made by school personnel. Student refusal to follow school policies is considered to be insubordinate. Those who choose not to comply will receive consequences commensurate with the Code of Conduct violation of which they have been accused.

## **Bullying, Sexual Harassment, Cyber Bullying, Threatening, Fighting or Promotion of Fighting or other Violent Behavior**

In the interest of preserving the safety of the students and staff at Thurgood Marshall Academy, the school has a clear anti-violence policy. Harassing, threatening bullying, cyber-bullying, and promoting fighting or other violent behavior, and fighting are taken very seriously.

**Bullying**, intimidation, or harassment is defined as any severe, persistent, or pervasive **physical, electronic, or verbal conduct**, including but not limited to harassment based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity/expression, genetic information, disability, or any other distinguishing characteristic, or based on association with a person or group with any of the actual or perceived characteristics listed above. Any student who feels s/he is a victim of bullying should report the incident to his or her Divisional Dean or the Department of Human Rights.

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

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

**Sexual harassment** is defined as, but not limited to verbal or nonverbal unwelcomed sexual advances, sexual behavior or dating violence that substantially interferes with a student's education, or creates an intimidating or hostile environment. Sexual harassment is prohibited at Thurgood Marshall Academy.

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

The use of cell phones and other technology—including computers, email and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any

student who feels s/he is a victim of cyberbullying should report the incident to his or her Divisional Dean.

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

**Threatening behavior** is defined as an expressed or implied threat (verbally, physically, electronically, or in writing) to interfere with: 1) the health or safety of any individual associated with Thurgood Marshall Academy; 2) with Thurgood Marshall Academy property; or 3) property on Thurgood Marshall Academy premises belonging to others. Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

**Threat/False Threat** - No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities. All threats and false threats will be subject to serious disciplinary action.

**Promoting fighting or other violent behavior** is defined as the use of passive or active: resistance, noise, threat, fear, intimidation, coercion, force, violence, recording devices, social media, electronic devices, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school.

**Fighting** is defined as the exertion of physical force to harm someone or potentially harm someone. Fighting is one of the most egregious violations of the Code of Conduct. If a student engages in a fight, s/he is subject to serious consequences, including expulsion.

Unless the administration determines, without doubt, that any participant in a physical altercation is clearly defending himself/herself from an aggressor or aggressors and had no other option as determined by using a —reasonable standard, then the physical altercation will be considered a fight in which all parties share equal responsibility.

All of the above mentioned behaviors are Category III violations and may be subject to expulsion.

**Instead of threatening or fighting someone, there are a number of ways that a conflict can be resolved.** For example:

- Inform your Dean, a security guard, your advisor, a favorite teacher, or any other adult in the building and seek out conflict resolution.
- Walk away from a situation that appears to be escalating, then seek out assistance.
- Count to 10 and take deep breaths until you get your emotions under control.
- If you have difficulty managing your anger, you could meet with the school counselor.
- Request mediation between you and the other person with whom you have an issue.

\*These are just a few suggestions that enable a potentially violent situation from escalating.

## **Consequences:**

### **Restorative Practices**

TMA may use the Restorative Practice method when assigning consequences to students. A restorative pathway is a pathway that repairs the harm that has been done to the community through one's negative behavior or interactions. The responsible administrator/dean will determine if the restorative disposition will be in addition to an already assigned consequence or in lieu of a more severe consequence.

### **Detentions**

Detentions are held TUESDAY, WEDNESDAY, and THURSDAY for 40 minutes. Students will report to the designated room within five minutes of being dismissed at the end of the school day. A detention list will also be posted each day in a consistent, common location for student reference. An automated message will also be used to communicate to parents within 24 hours of students who are on the detention list and when they should serve their detention. Each detention is equal to ten infraction points.

A student who fails to serve a detention will be reassigned once to serve that detention. Once the detention has been reassigned the detention now becomes mandatory. All mandatory detentions will be highlighted in gray on the detention list. If s/he does not serve this detention, s/he may receive additional consequences.

**Students who do not comply with the rules of detention may be asked to leave. Students who have been asked to leave will serve an In-School-Suspension or Out-of-School Suspension as warranted by the behavior.**

## **Suspension:**

### **In-School Suspensions (Restorative Room-R2)**

During an In-School Suspension (ISS), the student remains in school but is not permitted contact with other students, in order to provide the opportunity for individual behavior modification. ISS is assigned by the Divisional Dean or a school Administrator and may last from one to three days. Each ISS assignment is equal to three infraction points. While in ISS, students will not be allowed to participate in any school sanctioned activities but will have access to education materials and are expected to complete their missed classwork for the day as well as an ISS work reflection, including PT, OT, or speech services if applicable. Failure to complete ISS work will result in additional infraction points.

After a total of four ISS assignments, students will be assigned an Out-of-School Suspension for each Category II or III violation of the Code of Conduct for the rest of the semester if the infraction warrants an ISS, with the exception of Category II violation of skipping detention.

## **Out-of-School Suspension**

Out-of-School Suspension (OSS) is reserved for our most serious violations of the School Code of Conduct and involves separation from the school and all school activities for a specified period of time, which is determined by the Divisional Dean, Head of School, or Executive Director. Each OSS assignment is equal to four infraction points. The primary intent is to keep our community safe and also impress upon the student and parent/guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated.

Before a student is suspended, an informal conference will be held that will include the following:

- Multi-tiered supports based on student
- Oral or written notice of the Code of Conduct violation for which the suspension is considered
- An explanation of the evidence or facts for the suspension
- An opportunity for the student to tell his/her side of the story
- If a suspension is given, the reason for the suspension

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

1. The parent/guardian will be contacted by the Divisional Dean or another school administrator and will be asked to pick up the student as soon as possible or to grant permission to send the student home. The Student Affairs Office will inform the student and his or her parent/guardian of the length of suspension and applicable procedures regarding the suspension.
2. Thurgood Marshall Academy will send a written notice of suspension, which will include an offer to meet with the parents as soon as possible and the date for a conference of readmission to the parent/guardian, if requested by the school or parent. The notice will be given to the student if the student is 18 or older. The notice may be sent home with the student who is under 18 years of age once the parent/guardian has been notified of the suspension by a school administrator via phone, email and/or in person.
3. The student and parent/guardian may be asked to meet with the school administrators or and/or the Divisional Dean and other appropriate staff before returning to school. During this meeting a student may be placed on disciplinary probation and/or a behavioral contract. If a student is already on a behavior contract, the student's status at Thurgood Marshall Academy will be evaluated.
4. When a student is serving an OSS, s/he may **not** be on school grounds before school, during the school day, or after school.



A manifestation determination meeting will be held for any student with an IEP per IDEA guidelines.

### **Special Notes of Concern Regarding Counting Suspension Days**

Suspension days shall be counted as follows:

- The day the student left school should be counted as a part of the suspension, provided he/she was denied class participation before 12 noon of that day.
- The suspension shall terminate at midnight on the day listed as the last day of suspension.
- Times when school is not officially scheduled are not to be counted as part of the suspension time. (Should school be canceled for any reason during a scheduled suspension day, the suspension will lengthen to include the time school was actually in session.)

### **Make Up Work for Suspension**

Students who are suspended shall be offered make-up work assignments and may receive help on assignments by contacting the teacher via email or calling the teacher before or after school. Reasonable efforts will be made to provide the work for the student, but it is the responsibility of the parent/guardian to contact the school and make arrangements for the receipt and return of all assignments. In the case of long-term suspensions, unless other arrangements are made, teachers are to give work in two-week increments, and students must complete and return work before receiving additional work. In high school, credits may be awarded depending on the quality of the work.

## Participation at School and School Related Activities During Suspension

Students who have been suspended from school shall not be eligible to participate in any school functions for the entire period of their suspension.

### Disciplinary Probation

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

If, while on Disciplinary Probation or a Final Probation contract, a student violates another major school policy, s/he may be expelled. Each violation is treated on a case-by-case basis.

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

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

### Steps in Disciplinary Probation:

- **Step 1:** After a student is placed on disciplinary probation, s/he will be required to attend a conference with the Divisional Dean and/or another member of the Administrative team and his/her parent/guardian if needed. During this conference a Disciplinary Probation contract will be signed stating behavioral goals and/or a timeline for meeting behavioral goals (e.g. no ISS or OSS and fewer than three detentions).
  - If a student *meets* the stated expectations of the Disciplinary Probation s/he will be reviewed by their Divisional Dean and/or Administration at which point s/he may be removed from Disciplinary Probation.
  - If a student *fails to meet* the state goals of the Disciplinary Probation contract will result in further action which may include a Final Probation contract or a disciplinary conference from Thurgood Marshall Academy.
- **Step 2:** If the student violates Disciplinary Probation, s/he may be placed on a Final Probation Contract, if the violation does not warrant expulsion. This contract is a serious

document that makes clear that repeated minor or major violations of the Code of Conduct could result in expulsion from Thurgood Marshall Academy.

- If a student *meets* the stated expectations of the Final Probation contract, s/he will be reviewed by their Divisional Dean and/or Administration at which point s/he will be placed on Disciplinary Probation.
- If a student *fails to meet* the stated goals of the Final Probation contract s/he will come before a Disciplinary Hearing which will review the student's behavior to date and make necessary recommendations which could result in expulsion from Thurgood Marshall Academy.

## Expulsion

Students may be expelled for:

- Extreme violations of the Code of Conduct that significantly harm the educational environment of Thurgood Marshall Academy or harm the safety or security of Thurgood Marshall Academy students, staff, faculty, or others associated with Thurgood Marshall Academy.
- Any Category III violation.
- Repeated violations of the Code of Conduct after appropriate remediation have been attempted.
- Violation of Disciplinary Probation or a Final Probation Contract.
- Violations of the federal Gun Free School Act.

## Discipline Due Process

The decision to suspend a student shall be made by a school administrator (e.g. Dean, Director of Student Affairs, Head of School, Executive Director) without the recommendation of the student's teacher or other staff. The administrator issuing the suspension will determine the number of days for suspension based on the severity of the infraction and previous infractions. The suspension shall become effective immediately unless otherwise stated by the administrator issuing the suspension. See special notes regarding Counting Suspension Days.

Prior to making the recommendation for expulsion, the administrator may elect to hold a meeting with the student, family and any other advocates to determine if there is an appropriate restorative option available as a consequence. The decision to convene such a meeting is the sole discretion of the administrator, but a family may request consideration for such a meeting.

The decision to recommend a student for expulsion shall be made by the student's Dean, Director of Student Affairs, Head of School, or Executive Director without the recommendation of the student's teacher or other staff. In recommending expulsion, the administrator will consider the severity of the infraction, the Code of Conduct, the student's previous infractions,

any student Discipline contracts, and the student's age. A student recommended for an expulsion will have a Disciplinary Review Meeting to review the recommendation. The individuals from the school participating in the Discipline Review Meeting will make a final decision as to the student's expulsion.

When a student commits an offense that is eligible for a long-term suspension or expulsion an investigation into the offense shall be conducted by a Dean, or another school administrator. A student may be suspended during the investigation with further consequences issued after the full investigation is completed. The investigation shall include:

- Notifying the student of the infraction(s)
- Collecting information from the student and other persons who have knowledge of the incident
- Allowing the students involved an opportunity to provide a statement or explanation of the incident

The Dean or administrator conducting the investigation will determine the accuracy of the infractions(s) based on this information.

Students for whom long-term suspension (more than 6 days) or expulsion is being considered will be given notice and an opportunity to be heard in the form of a Discipline Review Meeting before a final decision regarding long-term suspension or expulsion is made. For students facing suspension of less than 6 days, prior to issuing the suspension the Dean, or other administrator, will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. After this meeting, the Dean or other school administrator will issue written notice to the parent detailing the length of and reason for the suspension. If the student is 18 or older the notice will be issued to the student. The Dean or other school administrator may notify the parent/guardian of the suspension via phone or email in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension.

For students facing suspension of 6 days or more, including expulsion, a Dean or another school administrator will meet with the student, notify the student of what he/she is accused of doing and the information that the school has to believe that the student engaged in such behavior, and give the student an opportunity to present his/her side of the story or explanation for his/her behavior. If necessary, the Dean or other administrator will conduct an investigation into the circumstances of the student's behavior and any explanation provided by the student. At the Dean's or other administrator's discretion, the student may be suspended pending the results of this investigation and recommendation for further disciplinary action from the Dean or other administrator. This investigation will be completed within 3 business days and, if necessary, a Discipline Hearing will be scheduled after the completion of the investigation.

After the meeting with the student and any investigation, the Dean, or other administrator, will issue written notice to the parent with a recommendation for long term suspension or expulsion and the reason for this recommendation. This notice will explain the information that is being relied on as a basis for the recommendation. If the student is 18 or older, the notice will be issued to the student. The Dean or other school administrator may notify the parent/guardian of the suspension/expulsion via phone or email in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension/expulsion. Any parent/guardian meetings may occur by phone.

Within 10 school days of the recommendation for long term suspension or expulsion, a Discipline Review Meeting will be held to make a final determination about the disciplinary action proposed.

### **Discipline Review Meeting**

If a student is recommended for a Disciplinary Review Meeting, the following process will occur to review the recommendation for a long-term (6+ day suspension) or expulsion:

The members of the staff and faculty at the Discipline Review Meeting serve as an impartial decision making body. The meetings are closed to the public but students may have family, mentors and advocates attend. During the hearing, a school administrator(s) will carry out the following procedures:

1. A statement of the Code of Conduct violation and summary of the meeting procedure.
2. An explanation and review of the evidence or facts for which potential expulsion is being considered. If video footage is available of the incident, the panel will view the footage.
3. The student may present any information that he/she wants to the school to consider. The staff may ask questions regarding the matter to anyone present at the hearing. An advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.
4. Within one business day of the conclusion of the hearing, the staff present will make a determination regarding the consequence. The decision will be effective immediately.
5. The student/family will be informed of the decision via phone within 2 school days of the conclusion of the hearing and written notification will be mailed within three (3) school days of the decision. This notice will contain information regarding appeal procedures.
6. If a parent/guardian does not request a hearing, or fails to attend the hearing at the scheduled date, time, and place, the right to a hearing may be waived. Therefore, the school will proceed with its determination regarding the proposed infraction and the ruling of the Disciplinary Review Panel. The findings from the hearing will be approved and take effect immediately.

In making its decision, the staff will review evidence presented at the meeting, any statements heard on behalf of the school or student, the Thurgood Marshall Academy Code of Conduct, and prior conduct and/or academic performance, if applicable. When reaching a conclusion about the incident in question, the panel will consider whether the information presented is sufficient to proceed and recommend action. The panel will use a —more likely than not standard of proof when evaluating all of the information presented.

## **Discipline Appeal**

Any student who is expelled or receives a long term suspension (more than 6 days) has the right to appeal the decision in writing to the Chairperson of Thurgood Marshall Academy’s Board of Trustees within five (5) school days of the written notice of expulsion being issued. The following process shall be implemented for all appeals.

1. An appeal hearing date will be set within seven (7) school days of the receipt of the Appeal request.
2. The appeal hearing date will occur within thirty (30) calendar days from the date of the hearing being set.
3. Appeal hearings will be heard by three members of the Board of Trustees, the —Appeal Panel. A faculty/staff member with familiarity with the school may replace one of the Board of Trustees on the —Appeal Panel based on the discretion of the Board Chair.
4. The student may be represented by his/her parent/guardian and one additional advocate.
5. The student has the right to speak on his/her behalf at the Appeal Hearing. The student may choose not to speak at the Appeal Hearing.
6. The student may not return to Thurgood Marshall Academy and participate in school activities while an appeal is pending.
7. Appeal hearings are closed to the public.
8. If a parent/guardian fails to appear at the Appeal Hearing the right to appeal is waived, and the original disciplinary decision will stand.

In making its decision, the three-member Appeal Panel will:

1. Review all evidence, and documentation regarding the incident and the school’s investigation;
2. Review any statements heard at the Discipline Review Meeting on behalf of the school or student;
3. Review the Thurgood Marshall Academy Code of Conduct;
4. The panel may ask questions regarding the matter to anyone present at the hearing. One advocate may speak on the student’s behalf. The student has the right not to speak on his/her own behalf. Neither the school’s representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.

If the expulsion is overturned, the cumulative record of the student and any other school maintained records will reflect that conclusion. If the Appeal Panel upholds the expulsion, the

expulsion shall be imposed, and such decision will be final. Decisions made by the Appeal Panel will be final.

## **Special Notes Regarding Audio/Video Recording of Discipline Review Panels (DRP) and Appeal Hearings**

All disciplinary hearings are closed to the public. As such, hearings may not be recorded using a video or audio recording device under any circumstances and may only be audio-recorded as required to provide accommodations by the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act. A written request must be made 48 hours prior to the hearing to audio-record the hearing to the student's Dean.

## **Participation at School and School Related Activities and Re-Enrollment**

Students who have been expelled from Thurgood Marshall Academy shall not be eligible to participate or attend any school functions. Unless otherwise noted in the decision, students will not be eligible to re-enroll for a period of one full calendar year.

## **Procedures for Suspending and Expelling Students with Disabilities**

Students with disabilities have the same behavior responsibilities as other students, and may be disciplined for the same behavioral offenses. In accordance with IDEA, if the student is recommended for a suspension that will result in the student being suspended for more than 10 days in the school year, a multidisciplinary team will hold a manifestation meeting to determine whether the incident was a manifestation of their disability. The school will call the family to schedule the meeting and provide documents in advance. If it is determined that the student's behavior is a manifestation of the student's disability, the student—absent extenuating circumstances as defined by IDEA—will be permitted to return to school, unless the team decides otherwise. If it is determined that the student's behavior is not a manifestation of his/her disability, the student's file will be reviewed to determine disciplinary action consistent with the policies outlined in this section (including suspension and expulsion as warranted). Students with disabilities who are suspended for more than 10 days in a school year will receive services in an interim educational setting for any subsequent days of suspension.

If you have questions about the process, you may contact the Director of Special Education at 202-563-6862. A copy of the procedural safeguards available to students with disabilities is available online at [www.thurgoodmarshallacademy.org](http://www.thurgoodmarshallacademy.org).



# Thurgood Marshall Academy Academic Honor Code

The life of a Thurgood Marshall Academy PCHS student is based on the broad principle of honor; we at Thurgood Marshall Academy demand a high standard of honesty and conduct from each of our students.

## Academic Dishonesty

Academic dishonesty is a corrosive force in academic life. It jeopardizes the quality of education, undermines the learning process, and devalues the genuine achievements of others. The school community—which includes teachers, staff, administration, parents, and students—will hold students to the highest standards of academic integrity and will not tolerate academic dishonesty in any form. Academic dishonesty includes, but is not limited to: copying from any other source including another student's work, from tests, class work, homework paper, texts, lab work, computer disks, web sites, or other electronic sources. Each of the following is an act of academic dishonesty; however, this is not an inclusive list.

### A. Cheating

Cheating is defined as using dishonest methods to gain an advantage, which would include the use of all unauthorized materials, information or study aids in any academic exercise. The use of translation programs and websites as well as online dictionaries is prohibited by the Spanish Department.

### B. Plagiarism

Plagiarism is defined as attempting to take credit for another's ideas, words, productions, or other intellectual property without appropriately crediting that individual.

### C. Facilitating Academic Dishonesty

Facilitating Academic Dishonesty is knowingly helping or attempting to help another to commit an act of academic dishonesty.

Violations of the Academic Honor Code result in serious consequences which are divided into three levels, determined by the weight of the assignments and the potential premeditation of the student.

**Level One:** *First-time offenses* for the following violations are usually handled by the teacher in the classroom and reported to the student's Dean.

*Level I violations include (but are not limited to):*

- Copying homework or allowing another to copy one's homework
- Looking on another's test/quiz (—wandering eyes!)
- Working with others on a class work or homework assignment that was meant to be completed independently (including written, verbal, or technology-based assignments)
- Any form of verbal or non-verbal communication during a test/quiz

*Consequences for a first-time Level I offense will include one or more of the following:*

- The student will receive a call home
- The student will receive a zero on the assignment, but will have the opportunity to make up the assignment with no penalty to the score. The student will be assigned a restorative consequence.
- The student will receive a detention which will incur one (1) infraction point
- The student will participate in a student/teacher conference
- The violation will be recorded in the student's conduct file
- The student may be required to complete a written assignment designed to enhance the student's understanding of the importance of academic integrity

A second Level I violation (even if it is an offense of a different type or in a different class) suggests a pattern of academic dishonesty; therefore, it will be considered a Level II violation.

**Level Two:** *First-time offenses* for the following violations are reported to the student's Dean. As an egregious act of academic dishonesty, specific consequences are handled by the administration with input from the faculty.

*Level II violations include (but are not limited to):*

- Plagiarizing from the Internet, written publications, or another student on a project, essay, or other major assignment
- Using an electronic translation program, website, or dictionary that has not been explicitly permitted by the teacher
- Using a —cheat sheet on a test, quiz, or other in-class assessment
- Using secretive methods of receiving or giving questions and/or answers on a test/quiz (including electronic transmission of information)
- Working with others on a test, quiz, project, or paper that was meant to be completed independently
- Using unauthorized materials on a take-home test or quiz
- Copying another's test/quiz or repeatedly allowing another to copy one's test/quiz
- Misrepresentation and/or falsification of academic information (including grades) verbally or in writing
- Second Level I violation

*Consequences for a first-time Level II offense will include one or more of the following:*

- The student will receive a zero on the assignment, but will have the opportunity to make up the assignment with no penalty to the score. The student will be assigned a restorative consequence.
- The student will receive three (3) infraction points
- The student will receive a referral and/or a restorative pathway
- The violation will result in parental notification and a parent conference will be offered
- The violation will be recorded in the student's conduct file

A second or subsequent Level II violation (even if it is an offense of a different type or in a different class) suggests a pattern of premeditated academic dishonesty; therefore, it will be considered a Level III violation.

**Level Three:** These offenses are the most extreme given that they violate more than the Academic Honor Code; they are injurious to the entire school community. Level III acts of academic dishonesty are considered Category III violations of the Thurgood Marshall Academy Code of Conduct.

*Level III violations include (but are not limited to):*

- Stealing a quiz, test, project, or exam from a member of the faculty, staff, or study buddy
- Distribution of a stolen test, project, quiz, or exam
- Altering grades in a grade book (paper or electronic) or on a computer database
- A second or subsequent Level II violation
- Chronic (defined as three or more) Level I violations

*Consequences for a first-time Level III offense will include the following:*

- The student will receive a zero on the assignment, but will have the opportunity to make up the assignment with no penalty to the score. The student will be assigned a restorative consequence.
- The violation will be recorded in the student's conduct file
- The violation will result in parental notification and a parent conference will be offered
- The student will receive a dean referral and/or referred to a restorative pathway
- The student will receive four (4) infraction points
- The student will be referred for a discipline review

For Level II and Level III violations, the parent/guardian and the student will be offered a conference with the Dean and/or another member of the Administrative team regarding the violation and the penalty. If at any point the student feels that the measures taken are unjustified, s/he may have the matter be reviewed by an Honor Committee. The student, his or her parent/guardian, and the faculty member will each have the opportunity to present his or her case to the Honor Committee. The Honor Committee's decision may result in a recommendation for further disciplinary action, including long-term suspension or expulsion.

### **Disclosure of Infractions**

Counselors, as well as Thurgood Marshall Academy faculty and staff, are ethically and legally obligated to respond to any question or statement regarding any infraction of the Thurgood Marshall Honor Code and the District of Columbia Public Schools System's Discipline Policy.

# Thurgood Marshall Academy Public Charter High School

## Student Policies and Code of Conduct Contract

We support Thurgood Marshall Academy's emphasis on good citizenship and we recognize that academic excellence can only occur in an environment that is civil, safe, orderly, and conducive to learning.

We have read and discussed Thurgood Marshall Academy's Code of Conduct and Academic Policies. We understand that these are the behavioral and academic standards to which all Thurgood Marshall Academy students will be held.

Therefore, we promise to support and help Thurgood Marshall Academy enforce the school's Code of Conduct and academic policies. Students who are placed on academic and/or discipline support plans *may not* refuse to sign the contract(s).

Failure or refusal to sign the necessary support plans does not prevent the plan(s) from being enacted by the administration of Thurgood Marshall Academy.

We also understand that if a student comes to school dressed in a manner that does not comply with the Uniform Policy, and cannot be corrected immediately, s/he will be sent home to change or placed in In-School Suspension (ISS) until corrected or for the remainder of the day.

Parent/Guardian hereby grants permission for this to occur any time his or her child comes to school out of uniform.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Infinite Campus

Thurgood Marshall Academy offers online access to your student's grades. If you are interested in accessing this feature, please send an email to [kporter@tmapchs.org](mailto:kporter@tmapchs.org). In the email, be sure to include your name, your child's name and your email address. Your username, password, and user instructions will be emailed to you upon receipt of all required information. Please keep the following notes in mind:

1. Each teacher computes his/her grades differently. For example, some teachers use a running point total while others use weighted percentages for computing grades. If you have questions about how a teacher's grades are computed, please contact the teacher directly.
2. Grades provide a convenient way to assess your child's progress in coursework but should not be taken as the final judgment of performance. We encourage you to use the grading information to begin conversations with your child about his/her progress.
3. Access to Infinite Campus can be suspended for any student/families carrying a balance greater than \$10.00 for more than two months. Families should work closely with the Operations Department to ensure that account balances are accurate. Families must make at least 50% of payment towards a bill to regain access to Infinite Campus and balances must be below \$150 after the 50% payment. Please review the school's Payment Plan policy.

## Using Infinite Campus

You can use the navigation bar at the top of the screen to access the different pages. To open a page from the navigation bar, simply select the desired option from the available pushbutton menu items. For example, to open the Assignments page, move your mouse to the —Students pushbutton and then select —Assignments from the available menu items.

To update the information on a page, click the Refresh button. For example, if you select a new term on the Schedule page, click Refresh to view the schedule for the term.

### Infinite Campus Ensures Each Family's Privacy

**Parents.** With your unique *Infinite Campus* user ID and password, you can view academic records for your child or children. Other users cannot access your family's information.

**Students.** With your unique *Infinite Campus* user ID and password, you can view your own academic records. Other students cannot access your information.

## Logging into Infinite Campus

Using a Web browser on any computer (use *Internet Explorer* or *Netscape* on PC, use *Firefox* on

Mac), enter <http://Infinite Campus.TMAPCHS.org/Infinite Campus7>. On the *Infinite Campus* login screen, enter the online user ID and password supplied in the welcome email. For security reasons, do not share this information with anyone.

To edit your online password, select Change Password from the —Administrative push button menu items. Your password can be a maximum of 20 characters and is not case-sensitive. Select a password that others cannot easily guess. For safe, secure passwords, follow these guidelines.

Do **not** include:

- A family name in any form (first, middle, last, maiden, spelled backwards, nickname, or initials).
- Any part of your user ID.
- Any common name, such as Joe.
- A phone or office number, address, birthday, or anniversary.

### **Infinite Campus Helps Keep You Informed**

*Infinite Campus* gives you easy access to schedules, course grades, assignments, assignment grades, attendance, conduct, report cards, transcripts, the school calendar, and each department's course catalog.

Find out when classes meet. To open the Schedule page, click Schedule from the —Classes pushbutton on the navigation bar. On the Schedule page, you can view a student schedule for a specific academic year, session, and term.

Review grades in a previous or the current academic year. To open the Grades page, click Grades from the —Students pushbutton on the navigation bar. On the Grades page, select an academic year and session to view marking column grades for each class. If a marking column displays a grade or check mark picture, click the entry to view assignment grades on the Grades—Assignments page.

On the Grades page, you can also click a teacher's name to view contact information for the teacher on the Faculty Information page. On this page, you can click the listed e-mail address to contact the teacher by e-mail.

*Keep track of progress between report cards.* On the Grades - Assignments page, you can view a running marking column average and running category averages for a marking column and class. The Percent of Grade column displays the percentage of the grade each category is worth (such as 20% for the Homework category, 20% for the Quizzes category, and 60% for the Tests category).

On the Grades—Assignments page, you can also view assignment grades. You can use the Category field to determine the assignments to appear. For example, select Tests in the Category field to display only assignments in the Tests category. To list each assignment grade as a percentage (score divided by maximum achievable score), you can select Percentage in the Grade to Display field. For example, if a student scores 20 out of a possible 25 points, the

assignment grade displays as 80%. To list both the actual numeric score and the maximum achievable score for each assignment grade, you can select Actual Points in the Grade to Display field.

*To open the Grades - Assignments page*, click a marking column grade or check mark picture on the Grades page.

*Verify the dates and details of homework assignments, quizzes, and tests.* To open the Assignments page, click Assignments from the —Students‖ pushbutton on the navigation bar. On this page, you can view assignment dates and descriptions by day, week, or month. You can also select to view information for a specific class (such as MAT 101-1) or category (such as Tests). To open the Grades - Assignments page, select a class in the Grades for field and click Refresh.

*Keep track of absences and tardies.* To open the Attendance page, click Attendance from the —Students‖ pushbutton on the navigation bar. On this page, you can list attendance by day or class and to view in summary or detail. View this information frequently, especially because excessive absences can lead to a loss of credit in courses.

*View conduct records.* To open the Conduct page, click Conduct from the —Students‖ pushbutton on the navigation bar. On this page, you can view the date, infraction, consequence, the faculty/staff member who reported the infraction, the faculty/staff member assigned to the consequence, and the status of the consequence.

# Library

Thurgood Marshall Academy PCHS includes a library to provide access to resources that enrich and reinforce the curriculum, encourage students to explore higher education options and careers, promote professional development for faculty and staff, help students develop strong information literacy skills, and inspire students to become recreational readers and lifelong learners. The library's collection has approximately 6,000 volumes, a small DVD/audio book collection, and subscriptions to 25 research databases. The school has established guidelines and policies regarding use of the library and its resources. These guidelines are subject to change.

## Library Hours

Students may access OverDrive 24/7

## Library and Research Information

<b>General Interest</b> <ul style="list-style-type: none"><li>• <a href="#">Britannica School</a></li><li>• <a href="#">EBSCO</a></li><li>• <a href="#">Gale Virtual Reference</a></li><li>• <a href="#">Opposing Viewpoints Database</a></li></ul>	<b>Social Studies</b> <ul style="list-style-type: none"><li>• <a href="#">African American Experience</a></li><li>• <a href="#">African American Studies Center</a></li><li>• <a href="#">Gale Global Issues In Context</a></li><li>• <a href="#">GOV Info</a></li><li>• <a href="#">History Reference Center</a></li></ul>
<b>Spanish</b> <ul style="list-style-type: none"><li>• <a href="#">Latin American Experience</a></li><li>• <a href="#">Mango Languages</a></li></ul>	<b>English</b> <ul style="list-style-type: none"><li>• <a href="#">Biography in Context</a></li><li>• <a href="#">Literature Resource Center</a></li></ul>
<b>Sciences and Math</b> <ul style="list-style-type: none"><li>• <a href="#">Science In Context</a></li><li>• <a href="#">Khan Academy</a></li><li>• <a href="#">Brightstorm</a></li></ul>	<b>Art and Music</b> <ul style="list-style-type: none"><li>• <a href="#">African American Music Reference</a></li><li>• <a href="#">Garland Encyclopedia of World Music</a></li><li>• <a href="#">Art Full Text</a></li><li>• <a href="#">Oxford Art Online</a></li></ul>
Digital Access Card Num.: <b>21172020405553</b>	Digital Card Access PIN <b>5553</b>

## Circulation

Students can check out books from the library for three weeks. Books can be renewed for another three weeks if no holds have been placed. Reference books and magazines do not circulate without special permission from the librarian. Students are responsible for the full price of a lost item.



## Database Passwords

Databases are available for student research. Usernames and passwords are needed to access databases:

## MLA Citations

Students have access to NoodleBib, an online citation manager, to help create and organize notes and citations.

## MLA Cheat Sheet

Below, please find the general outline for book, article, database, website, and picture citations:

### Book

Author's Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of Publication. Print.

*Example:*

Pollan, Michael. *In Defense of Food: An Eater's Manifesto*. New York: Penguin, 2008.

### Print Article

Author's Last name, First name. —Title of Article. || *Title of Periodical* Day Month Year: pages.

OR

Author's Last name, First name. —Title of Article. || *Title of Periodical* Volume. Issue (Year): pages.

*Example:*

Fromartz, Samuel. —Local Slaughterhouses Come Back to Life. || *Washington Post* 17 Mar. 2010.

Hall, Harriet. —What to Eat: Food, Not too Much, Mostly Plants. || *Skeptic* 14.4 (2008): 8-9.

### Source from an online database

Create the citation just as you would for an article from a magazine or journal, but include the name of the database, medium of publication (Web), and date of access at the end.

*Example:*

Hall, Harriet. —What to Eat: Food, Not too Much, Mostly Plants. || *Skeptic* 14.4 (2008): 8-9. *Student Research Center*. Web. 8 July 2009.

## Website

Name of author/compiler/editor if known. *Name of work*. *Name of Web site if different from name of work*. Name of institution/organization affiliated with the site (sometimes found in copyright statements). Date of publication (day, month, and year) if available. Medium of publication (Web). Date you accessed the site.

*Example:*

—Community Supported Agriculture.‖ Local Harvest. Local Harvest, Inc. 2009. Web. 8 July 2009.

## Picture, graph, photograph, or chart found on a website

Name of artist/creator. *Title*. Date of composition. Institution that houses the work (if it is a physical object). City. *Title of the database or Web site where you found the image*. Medium of publication (Web). Date of access.

*Example:*

Mikaela\_. *CSA crop share 2007 #5 - 0626 – 01*. Flickr. Web. 8 July 2009.

## Other Citations

You may have a tricky citation for your Works Cited page. If you have any questions, consult your teacher, the librarian, the MLA Handbook, or [www.owl.english.purdue.edu](http://www.owl.english.purdue.edu).

## Collection Development

The library has a strict policy regarding what items can be purchased or donated to the library. For more information, please ask the librarian for a copy of the Collection Development Policy. You can request an item to be purchased by filling in a Student/Parent Recommendation Form, located in the library and online.



## Appendix

Appendix: A

GRIEVANCES, PROCEDURAL SAFEGUARDS & NOTICE OF RIGHTS

Grievance Procedures

Any person who believes that Thurgood Marshall Academy has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

Complaints involving students who attend Thurgood Marshall Academy may be submitted to:

Elena Roberts, Director of Special Education  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020  
(202) 563-6862

Complaints involving employees of Thurgood Marshall Academy may be submitted to:

David Schlossman, COO  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020  
(202) 563-6862

*Regarding Title IX*, note that the Chief Operating Officer (—COO—)David Schlossman, whose contact information appears above—serves as the Primary Contact for Title IX matters. Contact the COO to reach additional contacts, particularly the Special Education Director Title IX contact (whose contact information also appears above) and the Athletics Coordinator.

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

Thurgood Marshall Academy encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

Thurgood Marshall Academy prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

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

### **Step 1**

Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form (available from Chief Operating Officer David Schlossman). The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

### **Step 2**

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Executive Director within ten (10) business days after receipt of the response. The Executive Director will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Executive Director will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

### **Step 3**

If the complainant is not satisfied with the decision of the Executive Director he/she may appeal through a signed written statement to the school Board of Trustees within ten (10) business days of the receipt of the Executive Director's response. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

Grievants can contact the Thurgood Marshall Academy Board of Trustees via Board Chair Jonathan Stoel at 202-637-5600.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department

of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 4536021; or (3) filing it electronically at: [www.ed.gov/ocr/complaintprocess.html](http://www.ed.gov/ocr/complaintprocess.html). For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or [ocr.dc@ed.gov](mailto:ocr.dc@ed.gov).

### **Notice of Procedural Safeguards and Grievance Procedures for Parents and Students**

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator:

Elena Roberts - Director of Special Education  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020  
(202) 563-6862

Any person who believes that Thurgood Marshall Academy has engaged in discrimination and/or harassment on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, veteran status, or otherwise may submit a complaint pursuant to Thurgood Marshall Academy's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

Elena Roberts - Director of Special Education  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020  
(202) 563-6862

### **Notice of Grievance Procedures for Employees**

Any employee who believes that Thurgood Marshall has engaged in discrimination and/or harassment on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information disability or otherwise may submit a complaint pursuant to Thurgood Marshall Academy's Grievance Procedures. A copy of the grievance procedures can be obtained by request through:

David Schlossman, COO  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020  
(202) 563-6862

## Section 504 - Notice of Parental Rights

This is a notice of your rights under Section 504. These rights are designed to keep you fully informed about the school's decisions about your child and to inform you of your rights if you disagree with any of those decisions.

If your child is in the process of being considered for Section 504 eligibility or has been identified for Section 504 accommodations/services, you may have the right to the following:

- Have your child participate in and benefit from the school's education program without discrimination based on disability.
- Receive notice with respect to any action taken regarding the identification, evaluation, or placement of your child.
- Refuse consent for the initial evaluation and initial placement of your child.
- Have your child receive a free appropriate public education. This includes your child's right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school provide related aids and services to allow your child an equal opportunity to participate in school activities.
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child's evaluation data, and placement options.
- Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
- Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
- Examine your child's education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response to your reasonable requests for explanations and interpretations of your child's education records.
- Request the school to amend your child's education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school refuses this request, you have the right to challenge such refusal.
- Request mediation or an impartial due process hearing to challenge actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made pursuant to the school's grievance procedure.
- File a local grievance or a complaint with the District of Columbia Office for Civil Rights within the U.S. Department of Education. The regional office is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at 202-453-6020 (phone), 202-453-6021 (fax), [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) (email), and <http://www2.ed.gov/about/offices/list/ocr>.

The Section 504 Coordinator for Thurgood Marshall Academy who is responsible for Section 504 compliance is:

**Elena Roberts**, *Director of Special Education*  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020

**Nondiscrimination Policy, including Equal Opportunity in Hiring & Employment**

In accordance with Title VI of the Civil Rights Act of 1964 (—Title VII), 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), and applicable District of Columbia laws and regulations applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Thurgood Marshall Academy are hereby notified that Thurgood Marshall Academy does not discriminate on the basis of race, color, national origin, sex, age, religion, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, disability, or veteran status in admission or access to, or treatment or employment in, its programs and activities. The School provides equal access to designated youth groups (e.g., when applicable, the Boy Scouts).

Students, parents and/or guardians having inquiries concerning Thurgood Marshall Academy’s compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to students or who wish to file a complaint regarding such compliance should contact:

Elena Roberts, Director of Special Education  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020  
(202) 563-6862

who has been designated by Thurgood Marshall Academy to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to students.

For inquiries or to file a complaint regarding Thurgood Marshall Academy’s compliance with ADA, Section 504, Title VI, Title IX, and/or the Age Act as they relate to employees or third parties, contact:

David Schlossman, Chief Operating Officer  
Thurgood Marshall Academy  
2427 MLK Jr. Ave SE  
Washington, DC 20020  
(202) 563-6862

who has been designated by Thurgood Marshall Academy to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to employees or third parties.

Under this policy, Thurgood Marshall Academy is an Equal Opportunity Employer, and is committed to providing equal employment opportunity in recruitment, hiring, training and development,



promotion, termination, compensation, benefits, and all other terms, conditions, and privileges of employment as required by applicable law.

Thurgood Marshall Academy also requires its employees to abide by applicable federal and state nondiscrimination laws in their dealings with all members of the Thurgood Marshall Academy community—including visitors, vendors, and suppliers.

## Appendix: B



### PUBLIC CHARTER HIGH SCHOOL

TIN LUTHER KING, JR. AVE SE  
WASHINGTON, DC 20020

PHONE: (202) 563-6862  
FACSIMILE: (202) 563-6946

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#### Eligibility Requirements for Student Athletics

Athletics offer an opportunity for students to develop their skills and interests, build relationships with peers, and enhance their self-esteem. Thurgood Marshall Academy will offer teams in co-ed flag football, girls' volleyball, boys' and girls' basketball, co-ed track and field, and cheerleading. In order to participate, students must meet the standards below.

Thurgood Marshall Academy students are urged to study these standards carefully. Students themselves are responsible for compliance with these standards and must sign this form in order to participate. Additionally, this form must be signed by a parent or guardian and returned to the coach before try-outs begin.

#### Try-outs

Any Thurgood Marshall Academy student who wishes to participate in team sports for the 2017–2018 school year must try out. To learn more about individual team try-outs, students must attend the informational meeting of the sport in which they wish to participate. The coach will provide information about try-out times and sign-ups. Each student is responsible for being present at his/her designated try-out time.

#### Team Rules

Each coach will establish team-specific rules. Team rules will be distributed and discussed with participants at the informational meeting prior to the beginning of the competitive season. Students are expected to comply with team rules and might forfeit their eligibility through noncompliance.

#### Parent/Coach Preseason Meeting

Before the season begins, the coach will organize a meeting to provide parents with the following information:

- Philosophy of the coach
- Schedule and practice times
- Team requirements and rules
- Participant Code of Conduct

#### Academic Requirements

Students must maintain a GPA of 2.0 or higher. For the first quarter of the school year, eligibility will be based upon the **first progress report. From then on, eligibility will be re-evaluated after every progress report and report card.**

It is the **responsibility of the athlete to submit a copy of his/her progress report or report card to the coach within one week of its issuance.** Failure to do so will result in suspension from the team until the grades are submitted.

Grades recorded as —incomplete as a result of legally excused absences or a teacher’s failure to grade all student-work will be considered passing until changed. Incomplete grades must be made up within two weeks after report cards are distributed unless other arrangements have been made.

### **Attendance**

Students must attend all scheduled classes on the day of an athletic practice or game to be eligible to participate in extracurricular activities on that day. Exceptions to this rule may be made with the approval of the Academic Director or Athletic Director prior to the date of participation. Appropriate exceptions could include doctor/dentist appoint or similar extenuating circumstances.

Unexcused absences and/or chronic tardiness to school may be sufficient reasons for declaring a student ineligible at any time. This will be determined on a case-by-case basis by the Deans, Athletic Director, coach, and parent/guardian.

### **Detention**

Students who are issued a detention must report the detention to the coach. The coach will determine if any additional disciplinary action is necessary.

### **Suspension**

Students issued an In-School Suspension (ISS) will not be able to participate in extracurricular activities on the day of their suspension. The coach may determine if the student is allowed to participate in the next practice or game following the day of suspension.

Students given an Out-of-School Suspension (OSS) will not be permitted to participate in extracurricular activities for the duration of their suspension. The coach may determine if the student is allowed to participate in the next practice or game after the suspension is completed.

### **Physical Exam/Health Insurance**

Each year, Thurgood Marshall Academy athletes must submit a physical examination form signed by a medical examiner, a parent or guardian, and the Thurgood Marshall Academy student before beginning practice for a school sport. Physical examinations are valid for one year from the date of the exam. Athletes must also submit proof of health insurance to cover the period in which the student is involved in athletics and sign a Risk Release.

### **Age Requirement**

Students who reach 19 years of age before September 1 of the current school year, will be ineligible to participate in Athletics.

### **Conduct**

Thurgood Marshall Academy athletes are expected to take the responsibility and privilege of representing their school and community seriously, and must conform to the Thurgood Marshall Academy Code of Conduct while participating in interscholastic athletics.

If an athlete fails to conduct him/herself appropriately, s/he may be subject to ejection from a game. If an athlete is ejected, s/he will be ineligible to compete in all athletic events for the remainder of that day, as well as the next game.

If an athlete is ejected a second time in a season, s/he is subject to additional, stiffer penalties, including suspension from play for the remainder of the season.

Failure to meet behavior expectations in school may result in the student's removal from the team (see *Detention* and *Suspension*).

### **Communication**

There are situations that may require a meeting between the Athletic Director, coach, the athlete, and the parent/guardian. When these conferences are warranted, the following procedure should be followed to help resolve the concern:

- When appropriate, the athlete should first speak to the coach about his/her concern.
- If the coach-student meeting does not rectify the situation, the parent/guardian should be contacted to arrange a meeting.
- If the parent/guardian needs to discuss the issue further, the Athletic Director should be contacted.

### **Equipment/Uniforms**

Student athletes are responsible for all school equipment and team uniforms checked out from the school during the sports season. All equipment/uniforms should be returned to the coach cleaned and in good condition within three days of the last game of the season. Athletes must pay to replace lost or damaged equipment or uniforms.

### **Use of Alcohol, Tobacco, and Illegal Drugs**

The use of drugs, alcohol, or tobacco by an athlete during the season will result in disciplinary actions and possible dismissal from the team and school. At a minimum, any student with verified use, distribution, or possession of alcohol, tobacco, illegal drugs, or controlled substances on school property or at a school sanctioned event shall receive the disciplinary actions outlined in the Thurgood Marshall Academy Code of Conduct. Resumption of athletic activities will not resume until completion of the assigned consequence.

-----  
*Detach and return this signed form to your coach.*

I have read and understand the *Eligibility Requirements for Student Athletics*. I will keep a copy of the form for easy reference. I agree to abide by the requirements set forth in this contract.

_____ Signature of Athlete	_____ Printed Name	_____ Date
_____ Signature of Parent/Guardian	_____ Printed Name	_____ Date



## Appendix C

### Acceptable Use Agreement

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

Students will:

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

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

Students must have a parent/guardian signed Acceptable Use Agreement on file with Thurgood Marshall Academy to use any school technology.

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

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

The Internet is a useful tool and should be used as a resource. TMAPCHS will provide you with access to the Internet. The Internet is a powerful, worldwide computer network that can be used to send electronic mail and to view and display text as well as still and moving images. Internet technology changes constantly as well as the laws that surround it. As the Internet and laws change TMAPCHS's policy will also change.

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

### **Student Log-ins**

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

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

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

#### **Educational Enhancement**

- a. Internet access is being provided by TMA for the sole intent of educational enhancement.
- b. The Internet will be used strictly as a resource to enhance classroom instruction and high quality research; this means that the school reserves the right to monitor and place reasonable restrictions on the material accessed by students through the Internet.
- c. During class, before and after school, during lunch, during tutoring, and during advisory, students may use the Internet for class-related work under the supervision of an authorized adult for a class. The school's schedule, network downtime, or

events will at times require exceptions to times when students may access the Internet.

- d. Thurgood Marshall Academy provides various technologies to access the Internet. All student use of technologies, including but not limited to accessing the Internet, must abide by the Acceptable Use Agreement.

#### Access to Materials

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

#### Privacy and Communication Safety Requirements

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



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

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

#### I. Illegal Activities

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

#### II. Inappropriate Language

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

- a. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Students may not post information that could cause damage or a danger or disruption.
- c. Students may not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are told by a person to stop sending messages, the student must stop.
- e. Students may not knowingly or recklessly post false or defamatory information about a person or organization.
- f. Students may not knowingly or recklessly post personal information regarding any other person, including but not limited to minors.

#### III. Plagiarism and Copyright Infringement

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

#### IV. System Security

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

#### V. School Equipment

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

### **Rights and Expectations**

- 1. Students should expect no privacy in the contents of personal files on the school server and records of online activity.

2. Student use of the Internet will be supervised and monitored. The school's monitoring of Internet usage may reveal activities students engage in using the Internet. Routine maintenance and monitoring may lead to discovery that students have violated this policy, the student disciplinary code, or the law. Individual user account searches will be conducted if there is reasonable suspicion that students have violated this policy or any other codes of conduct set forth by TMAPCHS. Investigations will be reasonable and related to the suspected violation.
3. Parents have the right to request to see the contents of their student's personal data files and other records on their student's online activities by submitting a written request.
4. The school will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school's Internet service.

### **Limitation of Liability**

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

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

Students must read, understand and agree to abide by this policy before using the TMA laptops, netbooks, tablets, e-readers (e.g. Kindles), and other similar technologies. Abuse of this privilege will result in suspension of privileges.

1. Laptops, netbooks, tablets are available to TMA students for use within the classroom under adult supervision. No overnight use is allowed. Kindles may be assigned to students for overnight use on a case-by-case basis.
  - a. If overnight use is granted, the student and his/her parent/guardian are fully responsible for the technology. Any damage, theft, misuse will be the responsibility of the student and his/her parent/ guardian. This may result in financial responsibility.
  - b. If overnight use is granted, the student remains responsible for abiding by all provisions of this Agreement whether using the technology on-site or off-site.
2. All such technology must be returned in the condition received.
3. Students should never —save anything to the hard drive of the technology, but should save all documents in their H:/ drive or on a removable drive.
4. The student to whom the technology is checked-out is responsible if the technology is lost, stolen, or damaged. TMA recommends that students do not allow others to use their technology or leave it unattended while in their care.

5. Please report non-working technologies or any with objectionable material downloaded onto them. If available, another technology will be checked out to any student reporting such problems.
6. Students must sign the agreement indicating their agreement with this policy. Use of the technology in any way that violates other TMA rules, such as the noise policy, is considered a violation of this policy.

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

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

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

1. Students may only use the technology for school-related curriculum activities.
2. All such technology must be returned in the manner received. Students are responsible for the technology. Any damage, theft, or misuse of the technology is the student's responsibility. Students (and their parents/guardians) may incur financial responsibility for lost or damaged technology.
3. Students may not record, capture, or film any content or material that is obscene, harms oneself or others, vulgar in content, pornographic, relates to bullying, harassing, abusive behaviors, sexting, or violates any other policies in this agreement.
4. Students may not use any recording devices to capture any audio or visual content without the permission of the person(s) being filmed or taped. Filming, photographing, or recording someone without his/her explicit permission is a violation of this policy.
5. Students in violation of this policy will not be allowed to access any school technology.
6. Students must abide by all other terms of this policy.

### **User Responsibilities**

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

1. Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources.
2. Attempting to access or accessing another's account, private files, or email without the owner's permission.
3. Misrepresenting oneself as another individual in electronic communication.
4. Installing, copying, distributing, or using software in violation of copyright and/or software agreements; applicable state and federal laws or the principles described in

Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community.

5. Using computing resources for commercial or profit-making purposes without written authorization from TMA.
6. Using computing resources to engage in conduct that interferes with other users' use of shared computer resources and/or the activities of other users.
7. Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
8. Allowing access to computer resources by unauthorized users.
9. Using computer resources for illegal activities.
10. Leaving any technology unattended.

Users are expected to:

I. Treat the technology with respect.

1. Leave toolbars, background, and icons in standard format.
2. Check hand hygiene before using technology.
3. Never put a pen, pencil or notebook on your keyboard, screen, or technology.
4. Do not push the screen backwards or back and forth.
5. Do not have drinks, food, etc. around technology at any time.
6. When turning technology on, do not hit keys, etc. Let it start up on its own. Be patient.

II. Be considerate of fellow users.

1. Do not save files, etc., on the C drive of the laptop or netbook. Save to the H:/ drive or a removable drive only. Do not save any files to other technologies such as tablets, Kindles, or other devices.
2. Power down all technology upon completion of use. Ensure proper charging directions are followed.
3. Fully charge any mobile technology, as directed by staff/teacher.
4. Never download, or install any software from the Internet on any of the laptops, netbooks, Kindles, tablets or similar technology.

III. Follow appropriate operating procedures.

1. Plug-in and/or set-up all appropriate external elements (mice, tripod, etc.).
2. When done, shut down all technology. Follow proper protocols for all shut down procedures.
3. Use only your log-in/password, when prompted.
4. When opening applications, let the application open up completely before opening the next.
5. After the technology has shut down, gently disconnect any external devices.

IV. Safely moving with technology.

1. Never walk with a laptop, netbook, tablet, Kindle open.

2. When moving a laptop or netbook from one area of the classroom to another, close the laptop and count to 30 before moving. This allows the hard drive to go to sleep mode and the disk to shut itself down.
3. When walking with any technology, always hold it with both hands. Never use just one hand.
4. When returning technology, double-check that the power supply is connected as directed.
5. Never lift a desk with a laptop, netbook, tablet, and/or Kindle on top. Always have a peer or friend hold it with both hands.

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

TMAPCHS outlines expectations for student behavior related to threatening, harassing, violence, and bullying in the Student Handbook. All aspects of such policies apply to technology use. Students may not use any TMA technology to engage in actions or behaviors consistent with threats, bullying, harassing or violence. Any such actions will result in the suspension and possible termination of technology use by the student and be referred to the Dean as a Category III violation. Violations of harassment, cyber-bullying, threatening behavior may be in the form of language, audio, or visual images.

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

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

The use of cell phones and other technology—including computers, netbooks, e-readers, tablets, e-mail, and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyberbullying should report the incident to his or her Divisional Dean.

**Threatening behavior** is defined as an expressed or implied threat (verbally, physically, or in writing) to interfere with: 1) the health or safety of any individual associated with TMAPCHS; 2) with TMAPCHS property; or 3) property on TMAPCHS premises belonging to others. Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

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

## **Electronic Communications**

TMA outlines expectations for student behavior related to electronic communication. Electronic communication includes written language, audio, or visual methods. Electronic communication may be in the format of email, twitter, social networking site postings, website postings, blogs, message boards, you-tube, video chats, Internet-chats, video postings, pictures, clipart, art, and any similar modes intended to communicate. Communication between students and any other recipients must be appropriate at all times. Students must refrain from any communications that include violent, pornographic, abusive, harassing, or bullying language, images, or audio. This includes the use of —sexting— the use of pornographic images. TMA prohibits any communication that includes violent, pornographic, abusive, harassing, or bullying language, even if it is not received by the recipient. The sole possession of such material is a violation of this policy. Any electronic communication spreading or sharing such communications with others will be deemed a violation of the TMAPCHS Code of Conduct.

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

Any student found to be using TMAPCHS technology for inappropriate communication will have his/her technology privileges suspended.

## **CHROMEBOOK/LAPTOP AGREEMENT**

In our increasingly technological society, access to computer resources is becoming more and more necessary and significant. In order to ensure that our students can not only succeed in their coursework but also have access to online college applications, TMA has initiated a program that will provide each senior and many other students with a dedicated chromebook/laptop for on-site or off-site use. Internet access devices (“hotspots) and other supports may be offered. Rules for use apply off-site as well as on-site (unless obviously not applicable).

TMA students and parents are required to read and abide by the following guidelines, procedures, and information regarding the use of these chromebook/laptops, [as well as sign the accompanying agreement to use this technology in a secure manner]. Students will only receive a chromebook/laptop for use if the agreement is signed by both the parent/guardian and student.

Access to this technology is a privilege, and to maintain access, students must handle the equipment according to Thurgood Marshall Academy’s behavioral expectations, including but not limited to those outlined in the Student Handbook and should abide by all guidelines found within the TMA Acceptable Use Agreement, as well as any subsequent guidance given by teachers and administration. It is expected that members of the Thurgood Marshall Academy community will use this access in an ethical, legal, and responsible manner at all times.

Please note that Thurgood Marshall Academy retains the sole right of possession of each chromebook/laptop and related equipment, as well as the right to collect and/or inspect the chromebook/laptop in order to review, alter, add, or delete installed software and/or hardware, at any time. Chromebook/laptops (and/or other mobile technology issued to students) will be stored in electronic asset lockers,\* and Thurgood Marshall Academy also reserves the right to open

those lockers at any time for any reason without prior notice. Additionally, the school reserves the right to remove, inspect, and discard without notice any personal property left in these lockers.

## **I. Receiving your chromebook/laptop**

- A. Chromebook/laptops will be distributed to students in the senior class who have completed and signed (by parent/guardian and student) Chromebook/laptop Use Policy and Acceptable Use Agreements, per the scheduled plan by the Student Affairs department and the Information Technology department.
- B. Each student will be assigned an individual chromebook/laptop that cannot be shared or used by any other person(s).
- C. Chromebook/laptops may only be used at Thurgood Marshall Academy during assigned times. Chromebook/laptops may NEVER leave the school premises, with the exception of mandated study hall. In this case, students must still abide by all rules and must return the chromebook/laptop to the assigned chromebook/laptop locker by designated time.
- D. Each student will have an assigned chromebook/laptop locker which must be used to store the assigned chromebook/laptop. Chromebook/laptops will be stored in respective lockers when not in use by the student.

## **II. Using your chromebook/laptop**

- A. Chromebook/laptops are intended to be used during the school day for classwork and college preparation. Dedicated student chromebook/laptops are subject to all school policies, including but not limited to acceptable use policies for IT equipment as described in the Student Handbook and/or stand-alone agreements, and the Acceptable Use Policy. Additionally, students must follow any individual classroom teacher's/ staff member's protocol for use of chromebook/laptop in the classroom/and or building.
- B. Chromebook/laptops will be password protected. Each student will receive a password when chromebook/laptops are distributed. Administration will keep chromebook/laptop passwords on record in case a student forgets his/her password (and will change passwords according to administrators'—not students'—availability and schedules). Students are prohibited from sharing this password with others. Chromebook/laptops may only be used by the student who is assigned to the chromebook/laptop.
- C. A standard screensaver or background will be preset on the chromebook/laptop and cannot be changed.
- D. Photo/Image storage on the chromebook/laptop will be for coursework and college work only. Storage of student personal photos or downloaded images is not allowed. Students may not download music from iTunes or any other music sharing site unless directed by or with the permission of a teacher. Music is only allowed on the chromebook/laptop if provided by a teacher for educational use.
- E. Students should not use chromebook/laptops near any food or drink items to avoid damage. Chromebook/laptops may not be used in the cafeteria during assigned food times (breakfast, lunch).



- F. Any student who misuses his/her assigned chromebook/laptop or does not comply with rules may result in disciplinary action and may lose the privilege of having a chromebook/laptop.

### III. Taking care of your chromebook/laptop

- A. Students are responsible for the general care of the chromebook/laptop they have been issued by the school. Chromebook/laptops that are broken or fail to work properly must be taken to the school's IT coordinator for an evaluation of the equipment within 24 hours of the problem being discovered. An email should be sent to [helpdesk@tmapchs.org](mailto:helpdesk@tmapchs.org) to identify the problem. Problems that require repair include but are not limited to computer viruses/malicious software, malfunctioning battery, broken/ cracked screen, unresponsive operating system. The school does not make any guarantee regarding the time it will take to repair or replace a chromebook/laptop or its software/peripherals, whether or not malfunctions were caused by student use.
- B. The chromebook/laptop is school property and all users will follow this policy, policies in the Student Handbook, and the Thurgood Marshall Academy Acceptable Use Agreement for technology. Additional policies, as written, must also be followed.
- C. Students will be issued chargers; these and any other peripherals remain the property of Thurgood Marshall Academy and are subject to the same expectation that students will use them properly and with care. Cords and cables must be inserted carefully into the chromebook/laptop to prevent damage, and must be plugged in so that they are not a tripping or electrical hazard.
- D. Chromebook/laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Thurgood Marshall Academy.
- E. Chromebook/laptops must never be left in an unlocked area or any unsupervised area. The chromebook/laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- F. Do not lean on the top of the chromebook/laptop when it is closed.
- G. Do not place anything near the chromebook/laptop that could put pressure on the screen.
- H. Clean the screen with a soft, dry cloth or anti-static cloth, not with cleaners of any type.
- I. A student should exercise extreme caution when using his/her assigned chromebook/laptop near food items or liquids.
- J. Chromebook/laptops and all peripherals may not be taken off Thurgood Marshall Academy property without the express permission of an administrator.
- K. Students and/or their parents will be billed for damaged or lost equipment. It will be the responsibility of the student and/ or his/her parent(s) to pay for any relevant damages associated with the assigned chromebook/laptop (whether it is broken, lost, stolen, etc.). Any fees incurred for chromebook/laptops will follow the school's fee policy, as per the Student Handbook.

#### IV. Data & Security

- A. Thurgood Marshall Academy will not be responsible for any data lost from student chromebook/laptops or their use, nor for any costs or damages incurred by any user of the student chromebook/laptop through use of an online site or any other use.
- B. Students may access the TMA wireless internet via the TMA-Student alias.
- C. Students are responsible for backing up all data on the H (Student) drive, not the assigned chromebook/laptop.
- D. Students may not copy operating software installed by Thurgood Marshall Academy on the chromebook/laptops, nor otherwise violate software companies' copyright or licensing agreements.

#### Cost Sheet

**Students who damage or lose the chromebook/laptop or its parts will be billed the following:**

Chromebook/laptop (Broken/Damaged/Lost/Stolen) = up to \$250

Lost/Stolen Charger = \$15

Hotspot = \$50

***\*Note: Any student that has been found to have damaged their student chromebook/laptop will be charged the above. The fee will automatically be billed to your TMA account. Failure to pay the fee that has been assigned to your account will result in TMA withholding transcripts and diplomas until the student's account has been cleared.***

Thurgood Marshall Academy reserves the right to change this policy, with changes effective immediately. We will continue to serve you to the best of our abilities. Please contact your student's grade level dean if you need any further information or support.

Sincerely,

Thurgood Marshall Academy Administration

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# **THURGOOD MARSHALL ACADEMY ANTI-BULLYING POLICY**

## **OBJECTIVES AND PURPOSE**

A key responsibility of Thurgood Marshall Academy is to provide educational services in a respectful and positive environment. Acts of bullying, harassment and intimidation are an attack on Thurgood Marshall Academy's values. Thurgood Marshall Academy has established this comprehensive bullying prevention policy. This policy protects the dignity and safety of the Thurgood Marshall Academy students, faculty, staff, and volunteers. Thurgood Marshall Academy will promptly report and investigate all incidents of bullying, harassment and intimidation and provide appropriate remedies for victims of an incident.

This policy serves as Thurgood Marshall Academy's bullying prevention plan.

## **DEFINITIONS**

Thurgood Marshall Academy defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that 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 interfamily 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 can reasonably be predicted to:

- Place the youth in reasonable fear of physical harm to their person or property;
- Cause a substantial detrimental effect on the youth's physical or mental health;
- Substantially interfere with the youth's academic performance or attendance; or
- 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 grantee.

## **PROHIBITION AGAINST BULLYING**

Acts of bullying, including cyberbullying, whether by youth, volunteers or staff, are prohibited: On Thurgood Marshall Academy grounds and immediately adjacent property, at Thurgood Marshall Academy -sponsored or related events on and off Thurgood Marshall Academy grounds, on any vehicle used for Thurgood Marshall Academy business, at any transit stop at which youth wait to be transported to Thurgood Marshall Academy or any school related event, or through the use of any electronic devices owned by Thurgood Marshall Academy leased by Thurgood Marshall Academy or used for Thurgood Marshall Academy business; and at a location or function unrelated to the Thurgood Marshall Academy, through the use of any electronic devices, including those not owned or leased by Thurgood Marshall Academy, if the acts of bullying or cyberbullying create a hostile environment at the school for the victim or witnesses, infringe on their rights at Thurgood Marshall Academy, or materially and substantially disrupt the orderly operation of Thurgood Marshall Academy.

Retaliation against a youth, volunteer or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

#### **PUBLICATION AND CONTACT INFORMATION**

This policy will be made available on Thurgood Marshall Academy's website and student handbook. The policy, and age appropriate versions thereof, will be distributed to youth and parents of youth in contact with Thurgood Marshall Academy annually in the Student Handbook. Thurgood Marshall Academy will emphasize that the policy applies to participation in functions sponsored by Thurgood Marshall Academy.

Thurgood Marshall Academy's Director of Student Affairs is responsible for coordinating the school's bullying prevention efforts. All questions, comments and concerns about the bullying policy and Thurgood Marshall Academy's prevention efforts should be able to be directed to the Director of Student Affairs via email as designated by the school's staff list.

Director of Student Affairs  
Attn: Stephanie Brown  
[sbrown@tmapchs.org](mailto:sbrown@tmapchs.org)  
(202)563-6862

#### **PREVENTION LEADERSHIP**

Responsibility for the implementation and execution of this policy is vested with the Director of Student Affairs who shall have responsibility for: Planning and organizing the prevention plan's professional development activities and coordinating these activities with the Department of Human Resources;

Designing or choosing and implementing the programming and curricula the agency uses to address bullying; Receiving and recording incidents of bullying; Responding to incidents of bullying and addressing the needs of victims and bullies; Managing the data collaboration and collection process in cooperation with the District citywide prevention coordinator; Regularly reviewing and updating the policy and any procedures developed as part of it.

#### **PRIMARY PREVENTION STRATEGIES CODE OF CONDUCT**

Thurgood Marshall Academy expects students to behave in a way that supports the school's objective to provide a safe and welcoming environment for other students, Thurgood Marshall Academy faculty and staff, and community members. Students who are part of the Thurgood Marshall Academy community are expected to follow the code of conduct in the Student Handbook. Further, students should:

- Treat all members of the Thurgood Marshall Academy community with respect;
- Respect the property of Thurgood Marshall Academy, its staff, and other youth connected to Thurgood Marshall Academy;
- Respond appropriately to instructions from Thurgood Marshall Academy faculty and staff.

Students who violate the school's bullying policy will be subject to Disciplinary action, as per the Thurgood Marshall Academy Code of Conduct in the Student Handbook.

## **REPORTING INCIDENTS OF BULLYING OR RETALIATION (DC CODE § 2-1535.03(B)(6))**

Thurgood Marshall Academy expects all faculty, staff members and volunteers to report incidents of bullying or retaliation they witness or are made aware of. Faculty and staff members should immediately report all such incidents to the Director of Student Affairs or designated grade level Dean who will create a written report of a bullying incident and include the incident in Thurgood Marshall Academy reports of bullying incidents to the citywide coordinator.

Youth, parents, guardians, and community members are encouraged by Thurgood Marshall Academy to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to the:

Director of Student Affairs  
Attn: Stephanie Brown  
[sbrown@tmacphs.org](mailto:sbrown@tmacphs.org)  
(202)563-6862  
2427 MLK Jr. Ave, SE  
Washington DC, 20020

Reports of bullying by youth, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by Thurgood Marshall Academy solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of this process will be transcribed into writing and included in Thurgood Marshall Academy's bullying database.

Thurgood Marshall Academy will ensure information about reporting is communicated to youth connected to Thurgood Marshall Academy in an age appropriate manner. Information on how to report incidents of bullying will also be included as appropriate in the Student Handbook. The Director of Student Affairs is available to assist in reporting incidents of bullying and can be reached at:

*Director of Student Affairs*  
**Attn: Stephanie Brown**  
[sbrown@tmacphs.org](mailto:sbrown@tmacphs.org)  
(202)563-6862  
2427 MLK Jr. Ave, SE  
Washington DC, 20020

Reports of bullying not received by the Director of Student Affairs will be transmitted to them and within two business days of their receipt or creation by the staff member who reported the initial incident.

## RETALIATION

Any employee, volunteer, or youth who promptly and in good faith reports an incident of, or information on, bullying in compliance with the policy of the agency, educational institution, or grantee shall be immune from a cause of action for damages arising from the report.

The school will follow its Personnel Policy regarding consequences for retaliatory behaviors.

## INVESTIGATING INCIDENTS OF BULLYING (DC CODE § 2-1535.03(B)(7))

Prior to the investigation of an incident, the Director of Student Affairs or grade level Dean will take steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the victim and to protect them from further incidents if necessary. Examples of such steps taken include designating a staff member to serve as that alleged victim's —safe person, altering the alleged bully/bullies' seating or schedule to reduce access to the alleged victim or creating a safety plan in consultation with the alleged victim. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the victim from additional incidents of bullying or retaliation.

Once a report of bullying has been received by an agency, the following groups will be notified as needed by the Director of Student Affairs so long as, in the absence of legal imperative, the parent or guardian's written consent is obtained prior to notification. In all cases the Director of Student Affairs will determine what information will be shared.

Parents and guardians: Thurgood Marshall Academy will notify the parents or guardians of victims, bullies, and if appropriate, witnesses to an incident of bullying behavior about the nature of the incident and the procedures and steps in place for responding to it. The Director of Student Affairs will determine if parents or guardians should be informed prior to or after the investigation of an incident.

Schools: Thurgood Marshall Academy will notify the schools of all victims and bullies in an incident of bullying to ensure that youth are not victimized across agencies and that comprehensive service and protection can be provided to bullies and victims.

Law enforcement agencies: If Thurgood Marshall Academy determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination the Director of Student Affairs may wish to consult with either a law enforcement officer or legal counsel.

Thurgood Marshall Academy will notify these groups of incidents of bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to victims and bullies and to protect victims from further or sustained victimization. Thurgood

Marshall Academy will make every effort to protect the confidentiality of those who report bullying incidents.

The Director of Student Affairs is responsible for investigating reports of bullying and can be reached at (202)563-6862, [sstewart@tmapchs.org](mailto:sstewart@tmapchs.org). An investigation of an incident will be initiated no more than one day after the Director of Student Affairs receives a report of bullying and will conclude no later than 30 days after the receipt of such a report. As part of the investigation the Director of Student Affairs, or his/her designee, will interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents or guardians, to the extent possible.

The Director of Student Affairs will provide confidentiality as far as possible to relevant parties as part of the investigation, and inform all relevant parties that retaliation for reporting acts of bullying is prohibited. Written records of the investigation process should be maintained and may be included in the prevention database to generate a more accurate picture of bullying behaviors at the school. Where necessary, provisions will be made to include the advice of legal counsel.

In investigating an incident of bullying, the Director of Student Affairs will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than of conflict. Thus when investigating a reported incident the Director of Student Affairs will attempt to determine, through interviewing the victim, what mechanisms the victim had and has access to for halting the incident that occurred, and preventing future such instances. If the victim reports a few or no mechanisms for ending the incident or constructively dealing with future instances, that information will serve as compelling, though not conclusive evidence that the reported incident was an incident of bullying.

The Director of Student Affairs, or his/her designee, is charged with making determinations as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident. If the Director of Student Affairs, or his/her designee, determines that an incident of bullying has occurred, they should take the response steps enumerated in Thurgood Marshall Academy's prevention plan to prevent the recurrence of an incident and restore the safety of a victim.

If the Director of Student Affairs, or his/her designee determines that additional support is needed to conduct a thorough and equitable investigation they will contact the citywide prevention coordinator.

## **CONSEQUENCES OF BULLYING**

Thurgood Marshall Academy recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, Thurgood Marshall Academy shall ensure that faculty and staff follow these guidelines as closely as possible, while allowing for flexibility to adapt sanctions to individual contexts. Furthermore, to ensure equitability in applying sanctions, measures will be applied on a



graduated basis determined by the nature of the offense, the disciplinary history of the student involved, and the age and developmental status of the student involved.

Responses to incidents of bullying may include, but are not limited to any student who is found in violation of the school's Code of Conduct regarding bullying will be subject to disciplinary action. All acts of bullying are considered Category III, as per the schools' Code of Conduct - violations and consequences may include:

- Restorative alternative (if appropriate)
- Ban on participation in specific school sanctioned activity
- Out-of-school suspension
- Expulsion

Sanctions will be applied within two business days of the determination that an incident of bullying has occurred, unless an appeal of the incident by the bully has been received in that time as described in the Appeals section of this policy. To ensure that single incidents of bullying do not become recurring problems, Thurgood Marshall Academy will always refer victims and bullies involved in an incident to services in addition to imposing sanctions on bullies.

Thurgood Marshall Academy shall communicate to youth in contact with Thurgood Marshall Academy, the consequences that youth can expect for participating in bullying behavior.

#### **APPEALS**

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of the Director of Students Affairs to the Executive Director of Thurgood Marshall Academy. This appeal should be submitted in writing no later than 30 days after the initial determination. Upon receipt of an appeal, the Executive Director must conduct a secondary investigation within 30 business days of the receipt of an appeal. This 30 day may be extended by up to an additional 15 business days if the Executive director sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Executive Director must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.

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**Fire Procedures & Evacuation Plan**

***EVACUATION & EMERGENCY PLAN***

# THURGOOD MARSHALL ACADEMY PUBLIC CHARTER HIGH SCHOOL

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# ***PART 1—GENERAL EVACUATION PROCEDURES***

## **Introduction**

### **Pandemic Procedures**

During pandemics, such as the COVID-19 health crisis that began in 2020, Thurgood Marshall Academy may adopt alternate occupancy “postures,” such as Virtual learning in which building occupancy is very low, Hybrid in which occupancy is moderate (e.g., 50% of full occupancy), or In-Person learning in which occupancy is normal (near or nearly 100% full occupancy)

The policies and procedures in this manual contemplate different levels of occupancy. They should be followed—with adaptations on a case-by-case basis—during emergencies that occur during the pandemic. By way of example only, occupants should remain in cohorts when evacuating the building. Any Thurgood Marshall Academy policy or procedure—including but not limited to emergency policies and procedures—remains in force unless specifically altered by pandemic plans.

The fire marshal has indicated that during an *actual emergency*, such as a fire, mitigating the immediate loss of life is more important than maintaining pandemic health protocols. For example, if there is a fire in the building, social distancing does not need to be maintained during evacuation. Getting out quickly and safely takes precedence.

For drills, observing social distancing takes precedence.

Direct questions regarding emergency procedures and the pandemic response to the COO.

### **General Introduction**

The purpose of this Fire Procedures & Evacuation Plan is to provide protection to students, staff, and visitors by relocating them to a safe location in the event of an emergency such as a fire or bomb threat. It provides an explanation of Evacuation Diagrams that are posted in each room of the building. These diagrams show where all building occupants are to go in the event of an emergency evacuation.

The most important component to any Evacuation Plan is a trained and well-prepared building population. To that end, we will practice this emergency evacuation plan regularly. All staff members have a role to play in the safe management of a crisis. Please learn your duties so that you can perform your role as expected.

Please note the following:

- ***This is a living document and subject to change and amendment—you are responsible for reviewing and following subsequent versions or memos that amend this plan.***
- This manual constitutes part of an ongoing initiative to implement the DC Charter School Emergency Response Plan; you can learn more about this comprehensive plan by contacting us.

- Your feedback is welcome and will help improve emergency preparedness at Thurgood Marshall Academy—please send observations or ideas to us via e-mail.

Thank you for your participation in this critically important effort!

David Schlossman  
*Chief Operating Officer*

Nora Moore  
*Assistant Director of Operations*

# Section 1: Evacuation Procedures

## General Instructions

In the construction and renovation of the Thurgood Marshall Academy building, modern methods and materials were used to assure a safe environment for its student, staff, and visitors:

- In addition to incorporating fire resistant materials to inhibit the spread of fire, the building is protected by state-of-the-art systems to detect the presence of fire and minimize the spread of smoke. Smoke detectors within the building will sound automatically. This alarm will indicate the need to evacuate immediately but in an orderly fashion. Simultaneously, an alarm message is transmitted to a remote monitoring station that will notify the District of Columbia Fire Department.
- There is a sprinkler system to minimize property damage.
- Fire Alarm Pull Stations are located at the entrance of each stairwell, in the front office, at the security desk, and at the front entrance. Please familiarize yourself with the Pull Station closest to your classroom or office.
- Fire extinguishers are accessible near stairways, in kitchens, and in labs—*note, however, that fire extinguishers are designed to fight only small fires.*
- Fire Alarm Pull Stations and fire extinguishers cabinets in public areas have tamper-determent alarms—if you hear a localized, high-pitched, continuous tone, please investigate and discipline students found tampering with safety equipment. The tamper-determent alarm can be silenced by replacing the cover/door. In case of an actual incident, note that the tamper-determent is a local alarm and does not evacuate the building or summon the fire department.

In most instances, when a fire alarm sounds the Fire Department will arrive at the building within five to eight minutes of notification. By the time the Fire Department arrives, all occupants of the building must be safely evacuated to Designated Assembly Areas (or shelter in place in an Area of Refuge, discussed later in this plan, if needed):

- **Assembly Area #1** is on the sidewalk along the Howard Road fence. Evacuees are to form a single line along the fence if possible. Please note that this location is narrow and next to a busy road.
- **Assembly Area #2** is on the sidewalk, along Martin Luther King, Jr. Avenue in the first block between the Thurgood Marshall Academy and Talbert Street. Do not cross Talbert Street.

In both assembly areas, students should form single-file lines (to the greatest degree possible) and remain calm and quiet. This is important not only to maintain order, but also to ensure that information can be communicated quickly and clearly. Teachers and staff must both foster and model calm and quiet evacuation.

*Please refer to Appendix D: Exterior Assembly Areas.*

The Person In Charge will set the location of the **Command Post** for the incident. In most evacuations the **Command Post** will be in front of the school, but it may be move across the street to the Bethlehem Baptist Church lot to maintain a distance of 500 feet, to the gym in inclement weather, or to Cedar Tree Academy or another remote site as needed.

Each room in the building has an **Emergency Evacuation Diagram** posted near the door. In advance, all staff and faculty are to familiarize themselves with the **Primary Exit Route** for their location and the **Secondary Exit Route** which is to be used if the Primary Route is obstructed. Each Emergency Evacuation Diagram directs evacuees to one of two Assembly Areas as cited above. ***Note that routes neither lead out of nor cross in front of the main door, which is reserved for first responders.***

Please review *Appendix C: Sample Evacuation Diagram*. This diagram is an illustration of Primary and Secondary Evacuation Routes terminating in one of two Assembly Areas.

**Reporting an Incident/Threat**

Never hesitate to report an incident.

- If you recognize an immediate threat to life or limb (e.g., you see a fire),  
**pull a pull box handle**  
(this sounds the alarm and automatically notifies the fire department);  
***Activating the school’s fire alarm requires two steps:***
  1. Remove the clear plastic cover—an alarm will sound *only from the plastic cover*; this is a tamper deterrent, not the alarm;
  2. Pull the handle on the red pull station—alarms and strobes will sound throughout the building—this is the fire alarm that evacuates the building and alerts the fire department.
- If you suspect a hazardous situation (e.g., you think you smell smoke or see a suspicious person),
  - **call security at extension 116**
  - **call the Security Site Manager, on his or her cell phone**
  - **in the unlikely event that both lines are busy, call the main office at x100**
  - **call the Assistant Director of Operations at 181 or on her cell phone**
- In the unlikely event you receive a threat (e.g., bomb threat)
  - remain calm;
  - note the caller ID phone number, if possible;
  - notify security at extension 116 immediately;
  - do not pull the fire alarm—security will manage evacuation of the building, if necessary; and/or
  - turn written threats over to security immediately.



## Announcement of Evacuation

Evacuations for fire incidents will always be announced via the activation of the fire alarm system, which consists of an audible alarm and strobe lights. In the case of a bomb threat or in the unlikely event that the alarm system is out of service, evacuation will be announced by security guards and/or school leaders. Unless otherwise indicated via announcement by (a) the telephone/cell phone, (b) security guards, or (c) DC emergency personnel, the complete building is to be evacuated whenever the alarm system activates or an evacuation is ordered.

When an evacuation is announced or an alarm is sounded, all staff and students are to evacuate the building in a calm and orderly manner. Staff and faculty who have students in their charge are to direct and lead students out of the building to the assembly area on the evacuation map in their room. Once out of the building, they should proceed to the assembly area and help ensure that students form a single-file line and remain calm and quiet. In some cases evacuation leaders may lead occupants to a location other than the assembly areas if they determine that other location is safer or more appropriate.

## Sequence of Events

The following describes the sequence of events during an evacuation.

The **Person In Charge** will be stationed on the front walk of the building where she or he will act as liaison with District of Columbia emergency personnel. S/he will be assisted by **Gate Monitor(s)** who helps guide students to the correct routes and a **Staff Attendance Monitor** who accounts for Non-Teaching Staff. Once all possible danger is removed, DC emergency personnel will inform the Person In Charge, who will in turn communicate with staff that they may reenter the building. The Person In Charge works with the **Attendance Monitors** and **Assembly Area Supervisors** to account for all students and staff. If a person is not accounted for, the Person In Charge will call the **Evacuation Supervisor, Floor Captains**, and/or the other Assembly Area Supervisor with names and descriptions of those not present for Assembly Area attendance.

The **Evacuation Supervisor** is to move throughout the building as needed to supervise evacuation and the operation of any equipment that must be operated prior to evacuation. This person will manage the emergency evacuation by coordinating the duties of all Emergency Team members.

**Floor Captains** will report to their assigned floors. They will aid in the calm and organized evacuation of staff, students, and visitors. They search for missing persons and communicate with Stair Monitors assigned to their floor. Once a floor is clear, the Floor Captain must dismiss the Stair Monitors by verbally informing them, "You are released, please evacuate."

**Stair Monitors** will go to their assigned stairway landings. They will direct evacuees to the closest stairway and will assure that there is no running or pushing in the stairwells. As soon as the Floor Captains release the Stair Monitors, they immediately leave the building, go to an assembly area, and assist in maintaining a calm, quiet environment among students.

Two **Assembly Area Supervisors** will be stationed outside the building. One monitor is assigned to Assembly Area #1, the other is assigned to Assembly Area #2. They are to direct evacuees to Assembly Areas. Assembly Area Supervisors work with **Attendance Monitors** to canvas Teachers for student attendance information. If a student is determined to be missing, the Assembly Area Supervisor is to immediately contact the Person In Charge by phone giving the name of the student, a brief description, and the student's last known location.

When an alarm sounds, **Teachers (including for the purposes of this plan any staff members with students under their supervision)** shall:

- 1) Get their attendance sheet, grade book, or other method by which they keep track of students and keep it with them throughout the evacuation
- 2) Lead students in evacuating the building in a quiet, calm, single file line
- 3) Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation (or the secondary route if the primary route is blocked)—this route will take the class to one of the two assembly areas without requiring the class to cross in front of the building
- 4) Upon leaving the building, each Teacher will be handed a folder from a staff member stationed at the exits—**all folders are identical** and contain
  - a. OK signs
  - b. Help signs
  - c. Supplies (which may include paper, pens, and detention slips)
- 5) Upon reaching the Assembly Area, classes will line up in **single file in the order in which they evacuated** or whatever logical order presents itself
  - a. The Teacher must keep his or her class together and not allow it to mingle with other classes
  - b. Assembly Areas may require two or more lines near one another, but students should remain with their class in a calm, quiet line
- 6) After lining up, the Teacher will quickly and carefully take attendance and find the appropriate sign (see below) in the folder; hold up one of the signs and keep it visible until told by the Assembly Area Supervisor that it can be put away
  - a. **If all students are present and in good health, hold up the OK sign**
  - b. **If a student is missing or ill, hold up the Help sign**
  - c. **If a student was present but pulled out of class hold up a Help sign (exception—hold up an OK sign if a student was sent to ISS and all other students are present and in good health, as ISS maintains a roster)**
- 7) **Teachers on planning periods or otherwise without students should still pick up a folder, go to an Assembly Area, and display an “OK” sign (unless they themselves need help, they have undertaken supervision of a student, or otherwise need the attention of the Attendance Monitor/Assembly Area Supervisor);** they should assist those supervising students in keeping order.
- 8) Students in the care of **service providers or student support staff—including but not limited to counselors, special education pull out sessions, or visiting education specialists**—will stay with the support provider; they should report to the Assembly Area Supervisor or Attendance Monitor in the Assembly Area to which they evacuate.
- 9) Attendance Monitors will record responses to the OK/HELP signs and send help if needed.

- 10) When the “All Clear” is sounded, Teachers should return the signs to the folders and return the folders as they re-enter the building

**Non-Teaching Staff members** are those neither in charge of students *at any time* nor assigned an Emergency Team role. They should leave the building as soon as an evacuation is announced, assisting Teachers in maintaining quiet, calm, single-file lines of students. Non-Teaching Staff should follow the evacuation route from the area in which they are working when an alarm sounds to the Assembly Area indicated on the evacuation map, checking in with the Staff Attendance Monitor along the way, and help Teachers maintain order.

**When students and teachers begin to return to the building, Non-Teaching Staff and Teachers without students to supervise should stand at wide intervals along the route to assist in an orderly process.**

Section 2: Emergency Team Roles & Responsibilities

Please refer to the following appendices at the end of this manual:

- *Appendix A: Evacuation Flow Chart*
- *Appendix B: Duty Locations*
- *Appendix C: Sample Evacuation Diagram*
- *Appendix D: Exterior Assembly Area Map*

If you have any questions about your role or emergency incidents in general, contact the persons designated as Person In Charge or Evacuation Supervisor in Appendix A: Evacuation Flow Chart.

Coordination

The **Person In Charge** has the overall responsibility for supervising the implementation of this plan. The Person In Charge decides whether an evacuation is to be ordered (usually in concert with other school leaders). This person is the main point-of-contact with DC emergency personnel and is responsible for declaring whether the building is safe for re-entry. The Person In Charge coordinates efforts by other Emergency Team members to account for all persons in the building at the time the evacuation was announced. The Attendance Monitors report to Assembly Area Supervisors who report to the Person In Charge. If an Assembly Area Supervisor reports that a student is missing, the Person In Charge will call the Evacuation Supervisor and the other Assembly Area Supervisor who will organize a search for that specific student in their respective areas.

*Note:* The Person In Charge and other roles involved in evacuation of the interior of the building cannot be occupied by teachers.

Evacuation of the Interior of the Building

**Evacuation Supervisor** reports to the Person In Charge. This person directs and coordinates all evacuation activities. Floor Captains report to and remain in contact with the Evacuation Supervisor.

**Floor Captains** report to the Evacuation Supervisor. When person-power permits, there is one Floor Captain assigned to each of the three floors in the building; otherwise, Floor Captains move throughout the building. Floor Captains are to provide guidance in the orderly evacuation of all persons. They search the floor entering each room to confirm that all persons have evacuated the floor. They also coordinate the activity of Stair Monitors assigned to their floor. Floor Captains will report the complete evacuation of their floor to the Evacuation Supervisor. If it is safe to do so, they remain on the floor until told by the Evacuation Supervisor, “You are released—please evacuate.” Until this time, they stand by to search for anyone not accounted for at the Assembly Areas, reporting back to the Evacuation Supervisor the results of their search. Once released, they exit the building and take up position with the Person In Charge. Similarly, Floor Captains *must* inform Stair Monitors at the point when the Stair Monitors should evacuate.

**Stair Monitors** report to Floor Captains. When person-power permits, there is one Stair Monitor per landing on each of two staircases per floor—one at the front of the building and one in the back. Please refer to *Appendix B: Duty Locations*. There is also one Stair Monitor stationed in the courtyard. Stair Monitors are to assure that staff, students and visitors are directed to the closest staircase and that stairs are used safely.

**Gate Monitor(s)** and the **Staff Attendance Monitor** stand in front of the building with the Person In Charge. The Gate Monitor(s) ensure that no class crosses in front of the front entrance and that classes stay together. The Staff Attendance Monitor accounts for Non-Teaching Staff.

## **Assembly Areas & Areas of Refuge**

### *Assembly Areas*

**Assembly Area Supervisors** report to the Person In Charge and communicate with the Attendance Monitors. There is to be one Assembly Area Supervisor assigned to each of the two Assembly Areas. Please see *Appendix D: Exterior Assembly Area Map*. Assembly Area Supervisors guide evacuees to their respective Assembly Areas. As soon as possible, Assembly Area Supervisors will work with Attendance Monitors to canvas Teachers for attendance results. If it is determined that a student is missing, Assembly Area Supervisors will work with the Attendance Monitor to confirm that the student was present in the building, then will contact the Person In Charge with the name, description and last known location of the missing student. The Person In Charge will in turn call the Evacuation Supervisor this information.

The **Attendance Monitors** report to the Assembly Area Supervisors but may be queried directly by the Person In Charge. They are responsible for (1) bringing the current day's attendance to the Assembly Areas and (2) working with the Assembly Area Supervisors to account for all students and staff.

**Teachers** report to Assembly Area Supervisors. *Any staff member supervising students at the time of an incident is treated as a Teacher for purposes of evacuation.* Teachers are to guide students out of the building by the evacuation route provided on the Evacuation Diagram posted near the door of each room. Once their student group is safely evacuated to an Assembly Area, Teachers are to take attendance for their group by referring to their classroom grade book/roster. If a student is determined to be missing, Teachers are to immediately notify their Assembly Area Supervisor.

**Non-Teaching Staff** are staff *not* supervising students at the time of an evacuation. Non-Teaching Staff first go to the Staff Attendance Monitor at the front gate and check in quickly. They then immediately evacuate to one of the two assembly areas and assist Teachers in maintaining a calm evacuation. They should refrain from assisting in attendance gathering efforts unless it is clear a Teacher is unable to do so (e.g., due to incapacitation). If appropriate, Non-Teaching Staff may talk quietly with visitors, but when doing so they should ensure that they have been accounted for by the Staff Attendance Monitor.

**Students** must be instructed to remain calm and quiet, in a single-file line (to the extent possible) and to follow instructions. Students at lunch should be accompanied to the appropriate assembly area by the lunchroom supervisors.

### *Areas of Refuge*

In addition to the exterior Assembly Areas, the school has identified via its emergency plans and signs in the building an **Area of Refuge** on each floor of the building. The Area of Refuge is an assembly point inside the building either for anyone who cannot evacuate (by way of example only, (i) persons with disabilities when during an incident school officials determine it is safest to shelter in place, or (ii) any occupants discover during an evacuation that all possible exit routes are unsafe). Areas of refuge were selected for a combination of a central location within the school that is also accessible to first responders performing rescues from the exterior. The Area of Refuge on each floor is as follows:

- **Ground Level—Classroom 004**
- **First Floor—Development & Administrative Office Suite 102**
- **Second Floor—Classroom 204**

School officials and/or evacuation staff (e.g., security) will accompany occupants sheltering in place and coordinate with other staff as conditions permit. In general, those in Areas of Refuges will await assistance from emergency responders.

## **Section 3: Safe Evacuation of Persons with Disabilities**

### **Visitors With Disabilities**

If persons with disabilities are in the building at the time of an evacuation, the Floor Captain and Stair Monitor will guide them to a room designated as the Area Of Refuge for the floor. The Stair Monitor and disabled people will shelter-in-place in this Area Of Refuge until either the Floor Captain summons assistance or the incident is cleared. In the event that the incident is a drill, the Evacuation Supervisor will inform the Floor Captain, who will advise the disabled person of the drill and the fact that assistance in exiting the building would have been provided in an actual emergency.

### **Students and Staff With Disabilities That Affect Evacuation**

Just as the school is committed to meeting the educational requirements of students with physically disabilities, Thurgood Marshall Academy is committed to developing individualized plans to evacuate students and/or staff members with disabilities that hamper their ability to evacuate during an emergency event. Every staff member and student with a disability who would be adversely affected during an evacuation will have a Plan for Emergency Evacuation of an Individual (PEEI). Specifics of plans will vary. Procedures for developing a PEEI are available from the Chief Operating Officer, who will lead the effort to develop PEEIs as the need arises. Should students or staff with disabilities that affect evacuation participate in programming at the school while their PEEIs are under development, follow the procedures described above for visitors.

Note that any staff members with a disability that might affect their ability to either evacuate safely or supervise students during an evacuation (e.g., persons adversely affected by strobe lights used in the fire alarm system) should report their needs confidentially and in writing to the Chief Operating Officer.

# Section 4: Evacuations Outside of Class Time

## Near-Class-Time Evacuations

A “Near-Class-Time Evacuation” is a need to evacuate the building—announced in most cases via the fire alarm—that occurs during a passing period, a lunch period, an assembly, or at another time in close proximity to class. (A “Far-From-Class-Time Evacuation” is one before school or during an evening or weekend activity.)

*All faculty and staff must treat every alarm/evacuation as an actual incident. Remember that the building is relatively large, that fire and other threats may not be immediately visible, and that they can spread rapidly—remain calm, but never assume that an alarm constitutes a drill or a “false alarm.”*

The goal of a Near-Class-Time Evacuation—as in all evacuations—is for all occupants to exit the building as quickly, calmly, and safely as possible, and to account for all occupants. Accounting for occupants must take place outside the building, and one should rarely-if-ever delay rapid evacuation from the building.

## Evacuation

In the event of an evacuation near class time, procedures are as follows:

- 1) The evacuation follows the procedures that take place during a “normal” evacuation as closely as possible.
- 2) As in any evacuation, when exiting the building all occupants should leave through the nearest exit (as designated on evacuation maps or indicated via exit signs), then proceed to the nearest assembly area.
- 3) Occupants in the cafeteria should all exit toward the MLK Ave. assembly area by going up the stairs leading to the “gym” exit door.
- 4) Faculty and staff assume the same roles as during a class-time incident—as reviewed below.
- 5) The only staff who should remain in the building are those with roles clearing the building (spelled out in the Evacuation Procedures section and reviewed here)—all others should evacuate immediately:
  - a. The **Building Engineer** and **Security** (who occupy the roles of *Evacuation Supervisor* and *Floor Captains*) will canvas the building and ensure that everyone evacuates.
  - b. **Security will also locate** disabled students (if any) requiring assistance evacuating, and supervising their evacuation. Security staff members will use their judgment regarding whether these students should evacuate or hold-in-place in a safe area inside the building until first responders effect a rescue. If students stay in the building, a security guard will remain with them and stay in communication with the Person In Charge.
  - c. **Staff members designated as *Stair Monitors*** in the Evacuation Plan Appendix A Flow Chart remain in the building and maintain order among students as they exit the building. They exit the building as soon as all students leave.
- 6) Staff with logistical roles in the drill report to their stations as soon as an evacuation begins:

- a. **Nora Moore** will serve as the *Person In Charge*, with **Raymond Weeden** and then **Abdullah Zaki** serving as substitutes if Ms. Moore is not available; all three proceed to the front gate when an evacuation begins.
  - b. **Zabrina Ames** reports to the front gate with, respectively, the evacuation folders to serve as *Gatekeeper* and the staff roster to serve as the *Staff Attendance Monitor*; during the incident they cooperate to account for all faculty/staff/contractors.
  - c. **Stephanie Brown, Ocean-Miracle Morris, Shawanna Crosby, Keisha Hutchinson,** and **Renee Short** report to their respective assembly area, serving as *Assembly Area* and *Attendance* supervisors as during a class-time evacuation. **Treion Powell and Andre Moses** go to whichever Assembly Area appears to need assistance.
- 7) **Non-teaching Staff** without assigned duties in the Evacuation Plan exit the building immediately and form a loose “chain” of staff along MLK and Howard Road, assisting in keeping order; this is the procedure for all evacuation but is particular important during a Near-Class-Time Evacuation when students are not in class groups.
- 8) **Teachers:**
  - a. Evacuate immediately;
  - b. If possible, take with them attendance materials, but should not unduly delay their exit from the building to do so (e.g., if they are far from their office/classroom, they should not attempt to “wade” through the evacuating students/staff to retrieve attendance materials);
  - c. As they exit, assist with maintaining order among students;
  - d. Report to the nearest assembly area;
  - e. Arrange themselves in alphabetical order by last name, with names beginning with “A” closest to the building.



## Accountability

Once at the Assembly area:

- Students report to the teacher who taught *the last class the student attended prior to the evacuation*.
- Each assembly area will have a set of period-by-period rosters (alphabetical by teacher) that will be used to assist the process of accounting for students.
- Teachers account for students based on class rosters from the last period before the evacuation.
- Any “extra” students will be accompanied to the front of the assembly area and placed in the care of the Assembly or Attendance Supervisor who will coordinate attendance with the other Assembly area; similarly, teachers report “missing” students to the Attendance Supervisors.
- Except in the unlikely event that the gym is also evacuating (or the school is taking shelter in the gym), students whose prior class was PE/Health will need to be escorted to the front of each assembly area where they will be supervised/accounted for by the Assembly Area supervisor or someone to whom the supervisor delegates that responsibility.
- No one—neither students, teachers, nor non-teaching staff—can leave the scene during an incident; everyone must remain on site and return to the building; only following the incident can parents sign students out, or can teachers/staff depart for scheduled appointments.

## All Clear

Re-entry into the building at the conclusion of a Near-Class-Time Evacuation follows procedures similar (if not identical) to those in “normal” evacuations:

- No one should re-enter the building until the alarm is turned off and the “all clear” is announced (the school has procedures in place for shelter in the case of evacuations during inclement weather; the Person In Charge implements them).
- Operations cannot turn off the alarm until the DC Fire Department grants permission.
- Only the Person-In-Charge can announce the “all clear” and re-entry to the building.
- Once the “all clear” is announced, teaching staff await incident managers’ instructions in order to manage an orderly return to the building.
- Once the “all clear” is announced, non-teaching staff members maintain “chains” along MLK Ave. and Howard Road to the gate to assist in keeping order; they wait until all students/teachers have re-entered the building before returning themselves.

## Far-From-Class-Time Evacuations

*Evacuation of Afterschool Programs is covered in Part 2, below. This section covers an evacuation that is both (i) well outside class time and (ii) not supervised by the Programs Department* (e.g., students returning from an evening game, a weekend study group, etc.). Procedures are as follows:

- 1) Students accompany the staff or teachers supervising them to the Assembly Area indicated on the map in the room in which they are working.
- 2) All staff and teachers not supervising students go to the appropriate Assembly Area.
- 3) The Person In Charge and Evacuation Supervisor, assisted by security, make every effort to account for those in the building at the time of evacuation.
- 4) If no person designated in this plan as Person In Charge is on site at the time of the evacuation, the chain of command is:
  - a. Security Supervisor
  - b. Building Engineer
  - c. Security Guard
  - d. Any Thurgood Marshall Academy Employee
- 5) All staff, students, and visitors should take direction from whichever most-senior person on this list is on site.
- 6) Executive Director Raymond Weeden, Chief Operating Officer David Schlossman, and Assistant Director of Operations Nora Moore must all be notified of the incident.

## Section 5: Procedures for Other Incidents

### Lock-Down, Tornado, Earthquake, Hurricane, Communicable Disease & Other Emergencies

Teachers are trained no less than annually regarding lockdown (in case of active shooter/intruder/other imminent threats) and Hold-In-Place procedures, which are covered in a separate manual circulated only among Thurgood Marshall Academy staff and security contractors as well as DC first responders. These training and materials also cover (and the school maintains plans to respond to) a variety of other emergencies, including tornados, earthquakes, hurricanes, and health emergencies/communicable diseases.

## Hazardous Materials

Department heads are responsible for ensuring that employees in their department who must use hazardous materials in the course of their work (e.g., science teachers and cleaning staff) are trained in proper handling, emergency procedures, and disposal for the materials. The school maintains Material Safety Data Sheets and inventories.

Hazardous materials incidents must be reported immediately as described earlier in this manual and consistent with the training received by the staff member handling the materials (i.e., either call security or pull an alarm, depending upon the severity of the incident and the safety of a general evacuation in proximity to the hazard). In some cases, it may be more prudent to notify security rather than pull an alarm (security personnel, for instance, may initiate a shelter in place—in concert with administrators—rather than stage a full evacuation).

## *Part 2: Emergency Preparedness Plan for*

### After School Activities

This document provides emergency procedures for participants in Thurgood Marshall Academy's Afterschool Programs Activities. It supplements the school's Part 1: General Emergency Procedures and other emergency policies. Employees should note that, except as amended below, all existing policies and procedures remain in place after school as well as during the school day.

### Roles After School

**Person in Charge ("PIC")**—TMA Faculty/Staff member that is in charge of all of the activities that are going on. For example, typically during after school this would be the Director of Programs, Programs Manager, or Athletic Director. *As soon as possible during or immediately following an Afterschool emergency the Person In Charge (or her/his delegate) should notify the Executive Director, Chief Operating Officer, and Assistant Director of Operations, providing as much detail as available.*

**TMA Staff/Faculty Advisors**—members of TMA's staff/faculty that are supervising/advising an afterschool activity.

**Volunteer Club Advisors**—outside volunteers running a club or activity and who are alone with students.

**Volunteers**—outside volunteers that are in programs that are supervised by TMA Staff/Faculty.

## Lockdown & Other Emergencies After School

In the instance of a shooting/incident outside of school, follow these procedures:

- The **Person in Charge** should immediately alert adults in the building by making an all-call on the intercom system that the school is in a lockdown (training on the all-call is available from the Assistant Director of Operations).
- **PIC**, all **TMA Staff/Faculty Advisors** and **Volunteer Club Advisors** move all students into classrooms with an adult and *lock the door*. Make sure students are away from windows and the door. If working near the building entrance, move students into rooms 101 or 103 if available. Move **Volunteers** along with students.
- Have adults in each room make a list of all students that are in the room.
- Hold students in room until the Metropolitan Police Department (“MPD”) releases lockdown. *Do not end lock-down* before MPD has given the formal “all clear.”
- Once lockdown is over, the **PIC** will coordinate sending a letter home through ConnectEd to *all* parents explaining the event and if there were any injuries. Seek approval of the message from the Executive Director if possible, but communicate promptly. Communicate facts only; avoid speculation.

After school staff should similarly adapt school-day training for other hazards.

## Medical Emergency After School

If someone is injured or seriously ill, the **Person In Charge** determines whether an ambulance is needed and, if so, assigns one person to call 911; that person makes the call and *stays on the line until told to hang up by the emergency dispatcher*. (An ambulance should be called unless clearly unnecessary.)

The **Person In Charge** assigns a specific person to wait outside the school and guide EMTs to the person who is ill.

- Secure the student/adult who is having the emergency—the **Person In Charge** determines steps that need to be taken on a case by case basis but this usually entails ensuring that immediate needs (e.g., first aid) are met, that first responders are notified, and that the injured person’s privacy is protected as much as possible (e.g., by moving students to another room). Perform first aid if necessary and *only if trained*.
- Hold all students in classrooms/libraries, etc. The **Person In Charge** will have someone walk around to each class to inform **Advisors** to hold students until further notice.
- Once an injured/ill person is secure and 911 has been called, collect medical information from/about the ill person to the degree possible. In the case of an injured student, have an adult print the student’s profile from FAWEB, get her/his medical file from the Nurse’s

office, and get the student's Emergency Contact sheet from Main Office. Give these records to first responders (EMT, paramedic, DCFD, etc.) as soon as they arrive.

- Call Emergency Contact listed for student, or—in the case of an ill adult, the person they designated as their contact. If first contact does not answer, go down the list until you reach someone.
- If the person is under 18, someone must ride with him or her in the ambulance to the hospital; the **Person In Charge** will assign the person who rides in the ambulance and exchange cell phone numbers with him/her.
- The **Person In Charge** will file an incident report once everyone has been taken care of.

## Evacuation After School

The following describes the sequence of events during an evacuation.

The **Person In Charge** will be stationed on the front walk of the building where she or he will act as liaison with District of Columbia emergency personnel. Once an incident is resolved and they determine it is safe to occupy the building, DC emergency personnel will inform the **Person In Charge**, who will in turn communicate with staff that they may reenter the building. The **Person In Charge** works with the **TMA Staff/Faculty Advisors** and **Volunteer Club Advisors** to account for all students and staff.

When a fire alarm (bells and strobes) sounds, **TMA Faculty/Staff Advisors and Volunteer Club Advisors** shall:

1. Get their attendance sheet and keep it with them throughout the evacuation.
2. Lead students in evacuating the building in a quiet, calm, single file line.
3. Follow the primary evacuation route indicated on the map in the room occupied at the time of evacuation (or the secondary route if the primary route is blocked)—this route will take the students and Advisors to one of the two assembly areas without passing in front of the building.
4. Upon leaving the building, each **TMA Faculty/Staff Advisor and Volunteer Club Advisor** will be handed a folder from a staff member stationed at the exits—all folders are identical and contain
  1. OK signs
  2. Help signs
  3. Supplies (which may include paper, pens, and detention slips)
5. Upon reaching the Assembly Area, students and Advisors will line up in a single **file in the order in which they evacuated** or whatever logical order presents itself.
  1. The **TMA Faculty/Staff Advisor and Volunteer Club Advisor** must keep his or her group together and not allow it to mingle with other groups.
  2. Assembly Areas may require two or more lines near one another, but students should remain with their class in a calm, quiet line.

6. After lining up, the **TMA Faculty/Staff Advisor and Volunteer Club Advisor** will quickly and carefully take attendance and find the appropriate sign (see below) in the folder; hold up one of the signs and keep it visible until told by the Person in Charge that it can be put away
7. **If all students in a are present and in good health, the Advisor holds up the OK sign**
8. **If a student/adult is missing or ill, hold up the Help sign**
9. **Advisors/Volunteers without students should still pick up a folder, go to an Assembly Area, and display an “OK” sign (unless they themselves need help, they have undertaken supervision of a student, or otherwise need the attention of the Assembly Area Supervisor);** they should assist those supervising students in keeping order.
10. Students in the care of **service providers or student support staff—including but not limited to counselors, special education pull out sessions, or visiting education specialists**—will stay with the support provider; they should report to the Assembly Area Supervisor in the Assembly Area to which they evacuate.
11. Person in Charge will record responses to the OK/HELP signs and send help if needed.
12. When the “All Clear” is sounded, **TMA Faculty/Staff Advisor and Volunteer Club Advisor** should return the signs to the folders and return the folders as they re-enter the building.

## Record Keeping After School

In all types of incidents, the **Person In Charge** should assign a **Record Keeper**—a specific person the task of taking notes throughout the incident. This person should, as best circumstances will allow, record steps taken as much factual information as possible, including but not limited to

- the names of those involved,
- telephone numbers/contact information for victims, volunteers, school officials, students, first responders, etc., centrally involved in the incident
- badge or ID numbers of first responders
- events, their timing, and their location
- next steps and their fulfillment (by way of example only—“Person in Charge stated that ill students’ parent would be called; PIC called parent at 7:00 pm”)
- The **Record Keeper** should pass on all notes to the **Person In Charge** before leaving the scene.
- The **Person In Charge** should use the notes to compile as complete an incident report as possible; a draft of the report should be shared with the Executive Director and the COO and filed with Security.
- When composing incident reports, make only factual statements:
  - o Fact (correct): Students and advisors returning from after school sports witnessed a man (not a TMA student, employee, or volunteer) fall on the school front steps and appear to lose consciousness.
  - o Inference (unsuitable for incident report): Students and advisors returning from after school sports witnessed a drunk pass out on the front steps.

## ***Contacts***

The following Thurgood Marshall Academy Staff/Contractors are available to advise (as circumstances allow) during an emergency.

### **Administrators**

The **Person In Charge** or the most senior TMA employee on site during an emergency ***must provide detailed information as soon as possible to all of the following:***

- 1) ***Executive Director,***
- 2) ***Chief Operating Officer, and***
- 3) ***Assistant Director of Operations.***

Never fail to inform these administrators, as they must take immediate steps, such as contacting insurance companies and communicating to the school community.

Contacts are as follows:

- Raymond Weeden, Executive Director, 202-498-3621, [rweeden@tmapchs.org](mailto:rweeden@tmapchs.org)
- David Schlossman, Chief Operating Officer, 202-276-4722, [dschlossman@tmapchs.org](mailto:dschlossman@tmapchs.org)
- Nora Moore, Assistant Director of Operations, 202-607-0204, [nmoore@tmapchs.org](mailto:nmoore@tmapchs.org)

### **Afterschool Programs Department**

Note the contact for Programs Department administrator (who will likely be on site during Afterschool activities):

- Amanda Wilson, Director of Programs, 610-291-3552, [awilson@tmapchs.org](mailto:awilson@tmapchs.org)

### **Security & Facilities Personnel**

- Building/security staff can provide support during both emergencies and minor incidents:
- Security Site Manager, 202-489-8939
- Security, desk extension 116, [security@tmapchs.org](mailto:security@tmapchs.org)
- Building Engineer, 202-905-1289, [engineer@tmapchs.org](mailto:engineer@tmapchs.org)

***Note:** In some cases staff contacts change during the course of the school year; faculty, staff, and regular building users are responsible for knowing the contact information for incumbents.*

## ***Appendices***

The pages that follow provide charts and illustrations that supplement the information provided in this manual.

*Appendix A: Evacuation Flow Chart (school-day only, not Afterschool)*

*Appendix B: Duty Locations (school-day only, not Afterschool)*

*Appendix C: Sample Evacuation Diagram*

*Appendix D: Exterior Assembly Area Map*



## **Appendix F**

# **FERPA Notice to Families**

## FERPA Notice to Families

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 as follows:

- 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 principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for 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 is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal 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 unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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 in order 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* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

To: All Parents and Adult Students (18 years of age and older)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires Thurgood Marshall Academy Public Charter High School (TMA), with certain exceptions, to get your permission before disclosing personally identifiable information from education records. However, TMA may disclose basic —directory information— that is generally not considered harmful or an invasion of privacy without your consent. The primary purpose of directory information is to allow TMA to include this type of information in certain school publications such as pamphlets for drama productions, graduation programs, honor rolls or sports team activity sheets for football, basketball, etc. Directory information can also be disclosed to outside organizations such as federal and state agencies offering jobs and educational benefits, media sources, and companies that make class rings and publish yearbooks.

The information listed below has been designated as directory information under District of Columbia law and FERPA, and may therefore be released at the discretion of TMA. You have the right to opt out of sharing any information below and may instruct TMA that it may not release any or all of this information without obtaining your prior written consent by completing this form. Your decision on this form will be valid for the remainder of the current school year. A new Release of Student Directory Information form must be completed each school year.

<input type="checkbox"/>	Student Name	<input type="checkbox"/>	Weight and Height of Members of Athletic Teams
<input type="checkbox"/>	Student Address	<input type="checkbox"/>	Diplomas and Awards Received
<input type="checkbox"/>	Student Telephone Listing	<input type="checkbox"/>	Student's Date and Place of Birth
<input type="checkbox"/>	Name of School Attending	<input type="checkbox"/>	Names of Schools Previously Attended
<input type="checkbox"/>	Participation in Officially Recognized Activities and Sports	<input type="checkbox"/>	Dates of Attendance

By signing below I am giving written notification to TMA that it may not disclose the directory information items I have placed a check mark beside above unless I give prior written consent. I understand that such information may still be disclosed by TMA if disclosure is otherwise permissible under FERPA.

\_\_\_\_\_  
Student's Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent, Guardian, Participating Adult

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
If at least 18 years old, Student Signature

\_\_\_\_\_  
Date

*This information will be designated as directory information for the 2017-18 school year if this form is not completed at the time of enrollment.*

**Right to Opt Out of Release of Information to Military Recruiters  
(Students in Grades 7-12 & ungraded Students Only)**

Federal laws require that local education agencies (LEAs) such as TMA provide military recruiters, upon request, with the name, address, and telephone number of secondary students unless the student or parent/legal guardian has advised the LEA in writing that he/she does not want the student's information disclosed without prior written consent. Such advisement must take place within 30 days of the notification of these rights by the school, and may be done by completing the form below:

<p>_____ As a student who has reached the age of 18, I request that Thurgood Marshall Academy <b>not release</b> my directory information to the Armed Services, military recruiters, service academies or military schools.</p>	<p>_____ As a parent/legal guardian, I request that Thurgood Marshall Academy <b>not release</b> the directory information for the student indicated above to the Armed Services, military recruiters, service academies, or military schools.</p>
<p>_____</p> <p>Student Signature                      Date</p>	<p>_____</p> <p>Parent Signature                      Date</p>