



**INGENUITYPREP**

# **Family Handbook**

*Ingenuity Prep Public Charter School*

2018-19 School Year

## TABLE OF CONTENTS

<b>I.</b>	<b>ABOUT INGENUITY PREP</b>	<b>1</b>
	a. OUR MISSION	
	b. OUR CORE VALUES	
	c. OUR LEADERSHIP TEAM	
<b>II.</b>	<b>FAMILY ENGAGEMENT</b>	<b>3</b>
	a. PARENTAL RIGHTS AND CUSTODY AGREEMENTS	
	b. VISITORS	
	c. VOLUNTEERS	
	d. COMMUNICATION WITH TEACHERS/SCHOOL	
	e. HOMEWORK	
	f. FINANCIAL RESPONSIBILITIES	
	g. TOYS, VALUABLES, AND PERSONAL ITEMS	
	h. TECHNOLOGY DEVICES	
	i. LOST AND FOUND	
	j. CLASSROOM ASSIGNMENTS	
	k. STUDENT BIRTHDAYS	
	l. SUPPLIES AND MATERIALS	
<b>III.</b>	<b>HEALTH &amp; WELLNESS</b>	<b>9</b>
	a. MEDICATION	
	b. ILLNESS	
	c. FIRST AID	
	d. INSURANCE	
	e. MEALS	
	f. PEANUT/NUT FREE ZONE	
	g. BATHROOM	
	h. CHANGE OF CLOTHES	
	i. PHYSICAL EDUCATION	
	j. MANDATED REPORTING	
<b>IV.</b>	<b>ATTENDANCE</b>	<b>14</b>
	a. DAILY SCHEDULE	
	b. STUDENT ARRIVAL	
	c. TARDIES	
	d. PARTIAL DAY ABSENCES	
	e. ABSENCES	
	f. PICK UP/DISMISSAL	
	g. LATE PICK-UPS	
	h. EARLY DISMISSAL	
	i. EXTENDED DAY	
<b>V.</b>	<b>STUDENT INFORMATION</b>	<b>20</b>
	a. STUDENT RECORDS	
	b. EDUCATIONAL RIGHTS	
	c. STUDENT PRIVACY	

d.	HEALTH RECORDS	
<b>VI.</b>	<b>UNIFORMS/DRESS CODE</b>	<b>22</b>
<b>VII.</b>	<b>ADMISSIONS</b>	<b>23</b>
a.	ENROLLMENT	
b.	AGE REQUIREMENTS FOR ADMISSION	
c.	LOTTERY	
d.	RESIDENCY VERIFICATION	
e.	SIBLING PREFERENCE	
f.	OTHER PREFERENCES	
g.	WAITING LIST(S)	
h.	RE-ENROLLMENT	
i.	DIS-ENROLLMENT	
j.	NO-SHOW POLICY	
<b>VIII.</b>	<b>SCHOOL CLOSINGS AND EMERGENCIES</b>	<b>27</b>
a.	SNOW CLOSINGS AND INCLEMENT WEATHER	
b.	STUDENT LIFE SAFETY PROCEDURES	
<b>IX.</b>	<b>SUPPORTING STUDENTS AND FAMILIES</b>	<b>29</b>
a.	PROMOTION CRITERIA	
b.	ONGOING MONITORING & INTERVENTION	
c.	IEPS AND SPECIAL EDUCATION	
<b>X.</b>	<b>FIELD TRIPS</b>	<b>32</b>
a.	WALKING	
b.	LOCAL FIELD TRIPS	
<b>XI.</b>	<b>TRANSPORTATION</b>	<b>33</b>
<b>XII.</b>	<b>APPENDICES</b>	
a.	NCLB COMPLAINT RESOLUTION POLICY	
b.	TITLE I PARENTAL INVOLVEMENT POLICY	
c.	NCLB RIGHT TO KNOW	
d.	DISCLOSURE OF STUDENT RECORDS UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) POLICY	
e.	NOTIFICATION OF RIGHTS UNDER PPRA	
f.	HOMELESS CHILDREN AND YOUTH PROGRAM	
g.	NOTICE OF NON-DISCRIMINATION	
h.	TRUANCY POLICY	
i.	DISCIPLINE POLICY	
j.	DISCIPLINE OF STUDENTS WITH DISABILITIES	
k.	SY18-19 ACADEMIC CALENDAR	
l.	SY18-19 UNIFORM GUIDE	
m.	USDA NON-DISCRIMINATION POLICY	
n.	APPLETREE STATEMENT OF PARTNERSHIP	

*Ingenuity Prep reserves the right to modify or edit the policies and procedures outlined in this document at any time for any reason with or without notice. All efforts will be made to keep an updated copy readily available online and at the Front Office, however, there is no assurance that those versions will always represent the most up-to-date version. All questions about school policies should be directed to Aaron Cuny, CEO and/or Will Stoetzer, Chief Operating Officer. The CEO has the exclusive authority to edit or modify these policies. No other staff members or agents of the school may alter or amend these without explicit permission from the CEO.*

## **I. ABOUT INGENUITY PREP**

### **Our Mission**

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.

### **Our Core Values**

#### ***Ambitious Aims***

As we constantly strive to move from good to great, we are driven by high expectations of ourselves and others.

#### ***Listen to Lead***

With humility and empathy, we seek first to understand, then to be understood.

#### ***Dedication to Detail***

Knowing that getting the little things right can make a big difference, we strive for efficiency and precision as we seek to achieve our goals.

#### ***Integrity Always***

We are committed to doing what's right – especially when it's difficult and even when no one is looking.

### **Our Leadership Team**

#### ***Executive***

Aaron Cuny, Chief Executive Officer  
acuny@ingenuityprep.org

Will Stoetzer, Chief Operating Officer  
wstoetzer@ingenuityprep.org

Hilary Stathes, Chief Talent Officer  
hstathes@ingenuityprep.org

#### ***Instructional***

Anna Hickman, PreK Principal  
ahickman@ingenuityprep.org

Meghan McMahon, K-2<sup>nd</sup> Grade Co-Principal  
mmcmahon@ingenuityprep.org



JaQuan Bryant, K-2<sup>nd</sup> Grade Co-Principal  
jbryant@ingenuityprep.org

Ben Johnson, 3<sup>rd</sup>-4<sup>th</sup> Grade Principal  
bjohnson@ingenuityprep.org

***Operations***

Brittany Hullinger, Director of Operations  
bhullinger@ingenuityprep.org

***Student and Family Support***

Nicole Thorpe, Director of Student and Family Support  
[nthorpe@ingenuityprep.org](mailto:nthorpe@ingenuityprep.org)

Charlotte Sturgill, Special Education Coordinator  
csturgill@ingenuityprep.org

***Board of Trustees***

Peter Winik, Board Chair  
peter.winik@lw.com



## II. FAMILY ENGAGEMENT

Ingenuity Prep sees family involvement as a critical component of the school's success--both in guiding and supporting the work of the school. The school's approach to family involvement will involve three key strategies, each critically important to the success of the others:

- *Build Relationships*: The establishment of positive, trusting relationships across the school community—but particularly among families, teachers, and school leaders—is the most critical and foundational component of parent involvement.
- *Cultivate Voice*: In the process of building positive, trusting relationships with families, the school will seek to provide substantive opportunities for family voice to inform the vision and operations of the school.
- *Communicate & Collaborate to Support Students*: With positive relationships established and systems for family voice provided, the school will be in a strong position to communicate and collaborate with families around the support of students' academic and socio-emotional development.

### **Parental Rights and Custody Agreements**

Ingenuity Prep must allow all individuals listed on a student's birth certificate to have access to their student and student's records, including visiting them at school, dismissing students from school, viewing educational records, requesting information or updates from the school, and other access to their student or student's records, unless a court order denying or limiting access to the student has been provided to the school. In addition, Ingenuity Prep will apply the same access to any individual listed as a parent or guardian on a student's enrollment form, even if that individual is not listed on the student's birth certificate. In this case, a parent listed on the birth certificate may request that the non-listed individual's access to the student or student's records is removed.

### **Visitors**

All visitors, including parents, must sign in at the Front Office and be given a visitor pass before going elsewhere in the building. This is a critical policy designed for the safety of all students and staff members.

Ingenuity Prep has an open door policy, and all families are welcome to all classrooms at all times. However, a teacher may exclude visitors for a brief period during a special, closed activity. Because the focus of Ingenuity Prep is academic excellence, we ask that family members not congregate in hallways, engage with students receiving instruction, or do anything that may disrupt discipline or instruction.



A core value at Ingenuity Prep is Ambitious Aims. This core value requires that we hold ourselves and others to high expectations at all times. It is our goal to maintain a safe and orderly environment for our students and families. Therefore, if any visitor, including family members, engages in disruptive, threatening, or inappropriate behavior while on school property, or towards any Ingenuity Prep student or staff member off of school property, they can be:

- Temporarily removed from the building
- Permanently barred from the building
- Prohibited from attending Ingenuity Prep events

In the unlikely event that the safety of our students or staff is put in danger by any situation instigated by a guest, Ingenuity Prep reserves the right to call the police and file a restraining or barring order.

Disruptive, threatening, or inappropriate behavior includes, but is not limited to:

- Endangering the physical safety of another by the use of force or the threat of force
- Engaging in behavior that disrupts classroom activity or endangers or threatens to endanger the health, safety, welfare, or morals of others
- Public intoxication
- Failure to model and support Ingenuity Prep values
- Interrupting a class while in session
- Refusing to leave a classroom when asked to do so by the teacher
- Using profanity or raising of one's voice
- Making threats of bodily harm, violence, or any type of terrorism, bombing, shooting, or murder
- Refusing to identify oneself to Ingenuity Prep staff members
- Failure to comply with staff instructions
- Trespassing on school property while school is not in session

### **Volunteers**

Ingenuity Prep welcomes parents, guardians, siblings, community members, and other adults as volunteers in the school. As required by Ingenuity Prep's Volunteer Policy, any adult who regularly (more than 8 hours per month) spends time in an Ingenuity Prep school building or with Ingenuity Prep students must have a background check conducted by the school. Ingenuity Prep reserves the right to consider the results of such background checks in its decision to allow volunteers to serve in a capacity at Ingenuity Prep.



### ***Other Volunteers***

Ingenuity Prep welcomes volunteers who are parents, guardians, older students, siblings, and community members. For any person who volunteers for eight hours or more per week, the school is required to conduct a background check. Volunteers can contribute to the school in a variety of ways including: reading, chaperoning, photocopying, helping in the classroom, working at the Front Office, organizing clean-up days, donating food for special events, or translating.

### **Communications between School and Family**

Ingenuity Prep values open and transparent communications with students and families. We will be providing regular communications to you about your student's education, and we strongly encourage family members to contact the school if you have any questions, issues or concerns.

The school will provide regular communications home in the form of newsletters, emails, and robo calls, or via the Loop app. Additionally, each student will receive a homework folder to take home every night. We ask that families ensure they see that folder and sign the necessary documents. Students will need to bring a backpack to school every day to transport this folder and other needed materials. Please provide students with backpacks of moderate size so they fit into the classroom cubbies or lockers.

We encourage you to set up a meeting to address any issue or concern you have. Please call our Front Office staff who will ensure your message reaches the appropriate staff member. Staff members will make every effort to meet with parents/family members as soon as possible. Please anticipate that it will take approximately 2 school days to schedule a meeting.

All Ingenuity Prep staff members have an email account. A complete list will be available by the beginning of each school year, and additional copies are available in the Front Office. Although each classroom has a phone and computer, teachers do not answer their phone or email during the school day. If you have an urgent message or would like to leave a message for a teacher, please call the Front Office.

### ***Student and Family Contact Information***

The school must have up-to-date contact information for each student and his or her family at all times for emergencies, changes in schedule, or other important information. If telephone numbers on file do not work, then emergency contact numbers will be called. Please visit the Front Desk with changes to telephone numbers or address.

### **Homework**

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.



Homework is designed to reinforce the day's lessons either by practicing skills or using new skills in different contexts. Homework assignments are designed to be developmentally appropriate for each grade level and to help students reinforce and review skills and concepts taught in class.

Parents/guardians and other adult family members must encourage and monitor their student's completion of homework. This means having a nightly routine for homework. Students should have a special, quiet, well-lit place to do their homework each night. Families should offer assistance when needed, and make sure that homework is returned to the backpack and to school the following morning. However, parents/guardians should not complete their student's homework assignment for them. If a student cannot complete an assignment without assistance, families should contact the teacher so that he or she can re-teach the concepts.

Family members are encouraged to attend school-sponsored workshops for about their student's academic program and to ask the teachers and teaching associates for additional ways to support students' academics at home.

### **Financial Responsibilities**

Families are responsible for costs incurred at Ingenuity Prep including student meals, after care, late pick up fees, lost text books, library fines, and any damage that their student may have caused to school equipment. Failure to pay incurred expenses jeopardizes the schools' finances, and if necessary, sanctions may be put in place for families who do not pay their bills in a timely manner.

### **Toys, Valuables, and Other Personal Items**

Ingenuity Prep is not responsible for any toy, valuable, or personal items that are lost or stolen on the premises. Personal toys and collectibles are not permitted in school unless approved in advance by the teacher. Students are strongly discouraged from bringing toys. Any toys brought from home without permission will be taken and held by a classroom teacher or CEO or other staff member. Toys will be returned following a conversation with the parent/guardian.

Please note that students are not permitted to bring toys to school to trade or barter with other students.

### **Technology Devices**

We do not recommend students bring cell phones, tablets, laptops, or any other technology devices into school for any reason. Students are provided with any technology devices that are needed in order to complete necessary school work. Students that bring any technology device (including cell phones)



into school will do so at their own risk. **The school is not liable for and will not replace any lost, damaged, misplaced or stolen technology devices.**

Additionally, if a student does bring a technology device into the school building, the following rules will apply:

- Students may not use personal technology devices (including cell phones) while in the school building, even before or after school.
- Student's personal technology devices must be turned off and remain in student backpacks for the duration of the school day. If a staff member finds a personal technology device on a student, they will ensure that it is returned to the student's backpack.
- Ingenuity Prep teachers and staff members will not hold onto a student's device (including cell phones) for any reason. Devices should be left at home or in the student's backpack.

### **Lost and Found**

All students' clothing and belongings should be labeled for identification. Any articles found in and around the school will be kept in the Front Office. At the end of each term, any unclaimed articles will be donated to a local charity. Please note that while the school will make all efforts to support families in identifying lost items, the school is not responsible for replacing any clothing items that are lost, damaged, or taken while at school.

### **Classroom Assignments**

Each student will be assigned to a classroom at the beginning of the year. We carefully choose classrooms for students based on academic needs and social dynamics. Because switching classrooms mid-year is very disruptive to not only that student, but to all of the other students in the homeroom, we cannot honor family requests to move students' classrooms. Ingenuity Prep reserves the right to move any student to a new classroom at any time.

### **Student Birthdays**

Ingenuity Prep recognizes the importance of birthdays in a student's life and will do its best to make each student's birthday special. In that regard, the class will honor all student birthdays during the school day.

Additionally, if families would like to celebrate their students' birthday at school, they are allowed to come to the end of Choice Time or the Class Meeting at 4:05 on the day of their student's birthday (or school day immediately before/after birthdays that fall on non-school days). If a family would like to bring materials to share with the class, whether food or gifts, he or she should ensure to bring enough



for every student in the class. Additionally all celebration materials should be individually wrapped to help safe-guard against food allergies. As a reminder, students are still required to be in school uniform on their birthday.

If a family is hosting a party outside of school, we ask that invitations be made available to all students in the class. If that is not possible, please refrain from passing out invitations within the school building.

### **Supplies and Materials – All grades**

Please have your student bring the items below on the first day of school.

- Two changes of clothes, labeled and in a plastic bag - these do not need to be school uniform clothes.
- Backpack - We suggest backpacks without wheels.

Please note: If your student is not potty-trained, you are required to send all necessary items for the changing of your student. Please speak to your student's teachers for details.

### ***Suggested Supplies to Keep at Home***

To help your student succeed with homework and practicing skills they're learning at school, please keep the following items at home.

- Crayons
- Pencils
- Glue sticks
- Construction paper
- One large eraser
- Washable markers



### III. HEALTH & WELLNESS

#### **Medication**

Being physically healthy allows students to learn more effectively. For this reason, regular medical and dental checkups are essential for your student. All Ingenuity Prep students must have a complete immunization record and physical exam form on file at the school.

Ingenuity Prep shares a full-time nurse with National Collegiate Prep. However, we cannot guarantee the services of a full-time nurse at all times. We have staff members certified to administer medicine to your student. If your student requires medication during school hours, please check with the School Nurse as soon as possible to see if it can be administered. Otherwise, students should take all required medications at home or, if the student requires medication during school hours, an adult family member must come to school to administer it. Students are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school.

As such, Ingenuity Prep strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Ask your physician for a medication schedule that will accomplish this. In those few cases where this is not possible, please bring in the medication to the School Nurse. The medication needs to be in the original container with the appropriate prescription label and the appropriate Student Health Authorization for Administration of Medication Form. We store the medicine in a secure location. We will administer the medication from the nurse's suite or Front Office. Please be aware the medication cannot travel back and forth to school – once it's given to us for your student's use, it must remain with us until it needs to be refilled. Therefore, we strongly encourage you to ask for two separate prescriptions when at the doctor's office with your student.

#### **Illness**

In order to maintain a healthy school, parents/guardians must not send their children to school with any contagious diseases such as the flu, strep throat, chicken pox, measles, conjunctivitis (pink eye), ringworm, scabies, or lice. Additionally, a student may be sent home if the school health team believes the student has a contagious illness. Parents/guardians must pick up their student within two hours of being notified that their student is sick with a contagious illness. Ingenuity Prep may request that the parent/guardian provide a doctor's note showing that their student is no longer contagious. Please notify the Front Office if you discover that your student may have been exposed to a contagious disease.

If your student is not feeling well in the morning, particularly if he or she has a fever of 100 degrees or more, do not send him or her to school. Parents/guardians should not send their student to school



within 24 hours of vomiting or running a fever of 101 degrees or higher. Students should not return to school until 24 hours after beginning the course of antibiotics.

If your student has lice, we ask that the student is treated thoroughly. Upon return, your student needs to be re-checked by our nurse or designated staff member before returning to the classroom. If additional nits/eggs are found, the student will need to return home for additional treatments. The School Nurse is available for consultation regarding the most effective treatments for lice removal.

### **First Aid**

We will be sharing a nurse with National Collegiate Prep – co-located in our facilities. The first-aid care the school can provide is very limited. If a student is hurt or complains of an illness, the nurse will treat simple cuts or bruises by applying a bandage or ice, but cannot administer more serious medical treatment. The Front Office or school nurse will call the parent/guardian in the event of a more serious injury or illness and the student will be kept in the nurse's suite or office until the parent/guardian arrives to get the student.

### **Insurance**

Students' medical needs, including those that may arise on school grounds, must be covered by parents'/guardians' insurance. Parents/guardians should notify the office if they do not have insurance for their student or have any questions about their student's insurance coverage. The school may be able to provide information to parents/guardians interested in obtaining health insurance.

### **Meals**

Ingenuity Prep participates in the National School Breakfast Program, National School Lunch Program, and the USDA Fresh Fruits and Vegetables Program. Any student may participate in the daily meals offered through the program. For the 2017-18 school year, breakfast, morning snack, lunch, and afternoon snack will be free to all students, regardless of income level.

Meals will be provided by Revolution Foods, a company started by former educators and dedicated to the idea that all students should have access to healthy, fresh (often organic) food on a daily basis. Revolution Foods meals feature fruits and vegetables, healthy carbohydrates, and lean protein. Ingenuity Prep will work with families to accommodate allergies and/or other dietary restrictions as best as possible. However, we may not be able to meet the needs of all student's particular dietary preferences or needs. If your student has any dietary restrictions, we ask that you notify the Front Office so we can discuss an appropriate food plan for your student.



Pertinent section of DC Code § 2-1402.11, it shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.

### **Peanut/Nut Free Zone**

*Snacks containing peanuts, tree nuts, and/or products containing nut oils are not allowed on campus and we ask that all families assist us by not bringing any nut/peanut-based products to the school.*

Ingenuity Prep established the peanut/nut free policy because we are committed to the health and well-being of our students. A list of students with serious food allergies is given to teachers and cafeteria staff. The nurse and Front Office staff is trained in food allergy management and emergency response. In order to assist families in making safe food choices, monthly menus are posted on the Ingenuity Prep website and available at the Front Office of all campuses. Please be sure to identify any allergies your student has to the school office.

In the event a student brings an impermissible food item, that food item will be taken by a member of the food service staff and put in the student's backpack to return home. The student will be offered a school meal in replacement of their food item.

### **Bathroom**

Students visit the bathroom with their class multiple times throughout the day. These visits are planned adjacent to meal times and spaced throughout the day to both ensure adequate bathroom visits and minimize disruptions to instruction.

Outside of class bathroom visits, students are allowed to use the bathroom at the teachers' discretion. We ask parents to notify the school if their student has unique needs regarding use of the restroom.

### **Change of Clothes**

Please note that we prefer that students are fully potty trained before being enrolled at Ingenuity Prep. That means that early childhood students must be able to button/unbutton their pants, fully wipe themselves after using the restroom, and be able to change their own clothing after an accident. We also ask that each student bring two changes of clothes (including pants, shirt, underwear, and socks) to store at school in case of a bathroom emergency. When emergencies arise, we will send home the



uniform to be cleaned. Please replace clothing once it's used, the weather changes, or your student's size changes. ***It is the family's responsibility to ensure that their student has extra clothing at school (a complete set includes: underwear, socks, shoes, pants/shorts and shirt) at all times. It is not the school's responsibility.***

In the event that a student has an accident at school and no change of clothes are present, students will remain out of class until an adult can bring a change of clothes for that student.

### **Physical Education**

Physical education (PE) is a vital component of your student's education. This time period stimulates your student with physical movement to help increase their learning capacity. PE will be held outside, except in extreme weather conditions. You are expected to ensure that your student is dressed appropriately for the weather. If your student has a medical reason that impacts PE participation, please contact the PE teacher and school nurse. We do not hold students from PE at the request of families for behavior purposes.

The school reserves the right to withhold a student from PE if their behavior presents potential harm to themselves, other students, or staff.

### **Mandated Reporting**

Safety of our students is our first priority at Ingenuity Prep. 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 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 including 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 pattern.
- 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.
- Parents have withdrawn a student and fail to provide documentation of enrollment in another education institution within 10 days.



#### IV. ATTENDANCE

Daily attendance is the first step in ensuring academic success. In order to achieve at high levels, students must come to school every day and work their hardest. Ingenuity Prep's curriculum is fast-paced and ambitious and students quickly fall behind when they are absent. Excessive absences put students at significant risk for retention or for dis-enrollment from the campus. Please do not allow your student to miss a day of school except for serious illness.

Getting to school on time is key to your student's success. At Ingenuity Prep every minute counts. Your student will miss valuable learning time if s/he is tardy. School opens for breakfast at 7:35 AM. Students should arrive at school no later than 8:00 and will be marked tardy if they arrive after that time.

Excessive absences or tardies may cause your student to be retained in his or her current grade.

##### ***Never Miss School for Appointments***

It is the family's responsibility to schedule medical and other appointments outside of school time. Friday afternoons are best since school is dismissed at 1:15 PM that day. On the rare occasion when a student has a medical appointment during the school day, s/he should not be absent for the entire day.

##### **Daily Schedule**

The daily schedule is designed to intentionally maximize student learning by increasing teacher-student time and reducing time for class transitions.

- 7:00 a.m. - Building opens for before care.
- 7:35 – 7:55 a.m. – Breakfast is served. Building open for non-before care students
- **8:00 a.m. – Instruction Begins.** Students are required to be at Morning Meeting (rather than in the cafeteria or hallways), ready to learn.
- School Day ends at 4:10 p.m. Monday through Thursday and at 1:15 p.m. on Fridays. After-care will continue until 6 p.m. every day.

##### **Student Arrival**

###### ***For Before-Care Students***

Before-care is offered to all families free of charge beginning at 7:00. Students who attend before-care may arrive to school beginning at 7:00 AM and until 7:25 AM.

###### ***For Non-Before-Care Students***

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.



Students who arrive between 7:25 AM and 7:35 AM will wait outside the school building until the building officially opens at 7:35. Parents/guardians must accompany students to their classrooms. Non-before-care students who arrive *before 7:35 AM must wait with their parents/guardians* outside of the school building.

***For All Students - Breakfast***

All students will have the opportunity to eat free breakfast from 7:35 AM to 7:55 AM. Students arriving after 7:50 AM will not receive food until mid-morning snack time.

***On-time***

All students must arrive and be in their classroom by 8:00 am every day regardless of whether they are present for breakfast. Students who are not in the lobby by 8:00 AM will be marked tardy.

**Tardies**

A tardy occurs when a student enters the lobby of the school building after 8:00 a.m. Students who miss more than 20% of the school day will no longer be marked tardy and will be marked with a partial-day absence, per D.C. guidelines (see below for more guidance).

**Partial Day Absences**

Per D.C. attendance laws, students who miss more than 20% of the school day are marked partial-day absent. Partial-day absences count the same as a full-day absence for reporting and field trip purposes.

**Absences**

All Absences – “Excused” or “Unexcused” are considered absences. A student is marked absent any day s/he does not attend school.

Students are expected to attend school every day that we are in session. Excessive absences will be considered as a factor in any retention decision. Students are expected to be on time every day. Students are expected to complete all class work and homework they miss while absent.

***Consequences of Absences***

We understand that students get sick occasionally and that emergencies can occur. In order to keep the important focus on good attendance, we have established the following policies to assist families and students in maintaining the good attendance that is critical to their education.

Please be aware that the following are part of the Ingenuity Prep attendance policy:

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.



- A phone call will be made home after each absence – excused or unexcused.
- Students who reach 3 unexcused absences during the year will receive a call from the school to discuss the excessive absences.
- Students who reach 5 unexcused absences will participate in a mandatory conference with teachers and a member of the school attendance team to discuss the excessive absences.
- Students who reach 7 unexcused absences receive a letter documenting the student’s absences and with a reminder of the school attendance policy.
- If a student has 10 or more unexcused absences (consecutive or non-consecutive), we will report the situation to Child and Family Services. We will report the situation again if there are 15 or 20 unexcused absences.

Students with an excessive number of excused absences (10 or more days) will be reviewed for retention.

### ***Reporting Absences***

Families need to report all absences to the Front Office staff as soon as the need for absence is known. Additional information will be required for the absence to be excused (see below). If we do not receive notification of the absence in advance, we will call the family to ascertain the reason for the absence.

### ***Excused***

All absences will be reported as unexcused absences unless the school receives the following documentation:

- Doctor note specifying the excused days;
- Religious holidays, as indicated by a parent note;
- Parent note indicating the student was unable to attend school due to illness that did not result in a doctor’s visit (allowed for up to 2 absences per quarter);
- Parent note indicating there is a family funeral – the student will be excused only for the day of the funeral unless extenuating circumstances apply;
- Parent note indicating there is a family emergency – emergencies include but are not limited to house fires, house floods, or incidents of violence in the home. An emergency is defined by the presence of an emergency response team (fire, ambulance, police, CPS, etc.). Students are expected to be at school as soon as possible after the situation is resolved; or
- Court documents mandating a court appearance – the student will be excused only for the day(s) indicated on the court documents.

In addition to the specific instances outlined above, the school reserves the right to determine that an absence is excused at its discretion.



### ***Unexcused***

All absences other than those noted above will be considered unexcused.

### ***Long term***

If your student is absent for a week or more, please contact the office immediately upon learning that your student will be missing school time. Please make arrangements with your student's classroom teacher for assignment completion. Depending upon the nature of the illness or emergency, students will be responsible for keeping up with their class work. If a student is absent for any reason for 10 consecutive days without parent/guardian notification, the student may be dropped from the roster. If a student has 10 unexcused absences (consecutive or non-consecutive), we will report the situation to Child and Family Services, as required by D.C. law.

### ***Educational Neglect***

Educational neglect is the failure of a parent/guardian to ensure that a student attends school consistent with the requirements of the law including, without limitation, the failure to enroll a school-age student in an educational institution or provide appropriate private instruction; permitting habitual absenteeism from school; inattention to special education needs; refusal to allow or failure to obtain recommended remedial education services; or the failure to obtain treatment or other special education services without reasonable cause.

Upon information, reason, or belief that a school-age student who has been withdrawn from Ingenuity Prep has not been re-enrolled in a school following withdrawal from school or is not receiving private instruction, or if Ingenuity Prep suspects educational neglect for any reason, Ingenuity Prep must immediately:

- Report the issue to CFSA;
- Contact the Office of the Attorney General Juvenile Section (for students ages 5 – 13) or the Court Social Services Division of the Superior Court of the District of Columbia (for students over the age of 13);
- Notify the point person for attendance and truancy issues at the Office of the State Superintendent of Education (OSSE): Jessica Morffi, [Jessica.morffi@dc.gov](mailto:Jessica.morffi@dc.gov) 202-727-7207

### **Pick-up/Dismissal**

Parents and guardians who arrive to pick up their student at dismissal will wait in the lobby until 4:10 PM Monday-Thursday and 1:00 PM on Friday and Field Trip days. At this time, all parents/guardians or authorized pick-ups for students will be released to classrooms to pick up their students.



Authorized Pick-up passes will be provided for each family to ensure the safe dismissal for each student. All adults will be required to show an authorized pick-up pass to a member of the Ingenuity Prep team during dismissal before accessing the PreK and K-4 hallways. If whoever is picking up your student forgets the pass, s/he will be asked to check in with the front desk staff to receive a temporary pass for the day. Please note that all guests are subject to ID check and must be listed on your student profile as an authorized pick up in order to dismiss your child. Students will not be released to an adult who is not their legal guardian without an authorization from the Front Office staff. The office team will contact the legal guardians of a student to confirm any non-listed adult who wishes to pick up a student. Additionally, classroom teachers will refer any adult they do not recognize to the Front Office to confirm they are eligible to pick up that student from school.

Students who are in 5<sup>th</sup> grade or above may dismiss themselves and be noted as an authorized pick up for other Ingenuity Prep students with parent/guardian permission. When a student has a signed dismissal form on file, they will be dismissed to leave school independently at the end of the formal school day. If a student who has a signed dismissal form on file is to be sent home from school before the end of the school day (such as when the student is sent home sick), Ingenuity Prep must speak with a parent/guardian by phone or in person before the student will be released.

For all other students, Ingenuity Prep requires that an adult dismiss each student each day. Students will not be dismissed and sent outside by themselves, nor are students who are enrolled in grades below 5<sup>th</sup> grade allowed to dismiss themselves or siblings. In rare cases when a parent or authorized adult is injured and not able to enter the building to pick up a student, they may request that an Ingenuity Prep staff member meet them outside with their student(s). These requests should be made prior to 3:30 PM and will be reviewed on a case-by-case basis, and dismissals of this type will occur after the normal dismissal period and only when there is an available staff member to accompany the student(s) outside.

### **Late Pick-ups**

Any student who is not picked up by 4:20 PM Monday - Thursday and 1:10 PM on Friday or a Field Trip day will be signed into after-care by their classroom teacher. Families may incur additional after-care expenses.

### **Early Dismissals**

If your student has a medical or dental appointment or a family emergency, requiring you to come to school requesting an early dismissal, please inform the Front Desk staff ahead of time. All early dismissals are made from the Front Office, not from the classroom. Please try to arrange appointments for after school whenever possible. A student will be dismissed early only to a parent/guardian or other



properly authorized and identified adult. Any adult who is not a legal guardian of a student must be listed on the student's file as an authorized pick-up in order to receive an Authorized Pick-up pass. Students *will not* be released to an adult who does not have an Authorized Pick-up pass from the Front Office.

If a student is dismissed before the school day ends, parents/guardians must sign in at the Front Office. A Front Office staff member will call the classroom to dismiss the student. Parents/guardians will not be permitted to go back to classrooms as this may disrupt the current learning in progress in the classrooms. The student's dismissal time will be logged into Infinite Campus as a record of the dismissal.

### **Extended Day**

Before- and after-care services are provided by Ingenuity Prep. Registration forms are available from the Ingenuity Prep website. All payments and fees for before and aftercare services are online; Ingenuity Prep staff cannot accept cash or check as payment for before- or after-care services.



## V. STUDENT INFORMATION

### **Student Records**

Legal guardians of current Ingenuity Prep students may request their student's report cards, attendance records, and behavior logs through the Front Office. They may view their student's permanent file by requesting access to it in the Front Office. Parents may have the file to view in the office, but the file may not leave the office. Quarterly student report cards and end of year student records will not be released or transferred until all student fees have been paid. Only people listed on the enrollment form or on our emergency contact form as the legal guardian will have access to student records, report cards, attendance records, and behavior logs.

### **Educational Rights**

Ingenuity Prep participates in the McKinney-Vento Act's Homeless Children and Youth Program and ensures that any student experiencing homelessness or unstable nighttime residence receives full access to educational opportunities and services. Contact a Front Office staff member to speak to the Ingenuity Prep Homeless Liaison.

### **Student Privacy**

Ingenuity Prep will comply with all DC regulations regarding student privacy. We respect the privacy of all parents and students in regards to student records.

### **Health Records**

All pupils must be completely immunized or exempted before admission to any public, private, or parochial school in Washington, DC. The purpose of requiring immunization is to protect pupils from preventable communicable diseases and their medical and educational complications. It is essential that parents cooperate with the school in bringing all medical records up to date. Students whose records are not up to date in accordance with state law will be excluded from school. Thank you in advance for your cooperation in helping us to protect your student.

### ***Immunization, Disease and Required Number of Doses***

1. Diphtheria - 4 doses
2. Tetanus – 4 doses
3. Poliomyelitis - (Oral 3 doses / Inactivated 4 doses)
4. Measles (Rubella) - Two doses of live attenuated measles vaccine at twelve months of age or older and a second dose no sooner than 30 days after the first dose, or serological (blood test) evidence of immunity to measles.



5. Mumps - 1 dose (administered on or after the first birthday, or Physician's Verification of Disease)
6. German Measles (Rubella) – 1 dose (administered on or after the first birthday, or a history of rubella confirmed by blood test)
7. Hepatitis B – 3 doses
8. Varicella (Chicken Pox) - 1 dose on or after first birthday or history of disease.

Two exemptions exist:

- Religious Exemption - Pupils need not be immunized if the parent or guardian objects in writing to the immunization on religious/ethical grounds.
- Medical Exemption - Pupils need not be immunized if a physician or their designee provides a written statement that immunization may be detrimental to the health of the student. When the physician determines that immunization is no longer detrimental to the health of the student, the medical exemption ceases to be valid and the student must be immunized.

In the event of an outbreak of a disease for which the student is exempt from the requirement to be immunized, that student will be excluded from school until a competent medical authority determines that the student may return.



## VI. UNIFORMS/DRESS CODE

It is the expectation that all students come to school in *full uniform* each day. Why do we take uniforms so seriously?

- **Uniforms unite us.** We believe uniforms unite us as a community, serving as a visual reminder that we have a shared mission - to prepare students to be successful in college and beyond as impactful civic leaders.
- **Uniforms reduce distractions and clothing competition.** Uniforms reduce the likelihood that any student will be disparaged, stigmatized, or made to feel bad about his/her clothes.
- **Uniforms look professional.** When our students are well-dressed in sharp uniforms, they signal to the world that they are serious about their education - and serious about becoming strong civic leaders.

In the event that a uniform-related issue arises, Ingenuity Prep is solely responsible for making all determinations as to whether a clothing article or accessory adheres to the Uniform Guidelines. We reserve the right to make any changes to the Uniform Guidelines and the related consequences, as we determine is necessary, at any time.

See Appendix L for full SY18-19 Uniform Guide.



## VII. ADMISSIONS

### **Enrollment**

Ingenuity Prep is open to all students in the District of Columbia. Ingenuity Prep participates in the MySchoolDC common application and lottery process. Applications will only be accepted through the MySchoolDC process. Interested families can learn more at [myschooldc.org](http://myschooldc.org).

### **Age Requirements for Admission**

Students must meet the age requirements below for their grade by September 30<sup>th</sup> of the current school year:

<b>Grade</b>	<b>Age</b>
PreK3	3
PreK4	4
Kindergarten	5
1 <sup>st</sup> Grade	6*
2 <sup>nd</sup> Grade	7*
3 <sup>rd</sup> Grade	8*
4 <sup>th</sup> Grade	9*
5 <sup>th</sup> Grade	10*

\*or successful completion of the prior grade, as demonstrated by a report card from the prior school. Ingenuity Prep reserves the right to make final determination of grade placement for students who are below the age cut-off for the grade they applied to.

### **Lottery**

Ingenuity Prep participates in the MySchoolDC common application and lottery process. Applications will only be accepted through the MySchoolDC process. Interested families can learn more at [myschooldc.org](http://myschooldc.org).

### **Residency Verification**

All guardians must prove DC residency by their enrollment deadline. If there are any residency disputes, the guardian has one week to submit the additional documentation. If residency cannot be proven by this time, the student may be un-enrolled. 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. Ingenuity Prep may report potential non-residents to the Office of the State



Superintendent of Education (OSSE) for a residency investigation upon receiving evidence that a family is not living in the District of Columbia.

### **Sibling Preference**

The DC Charter Law states that siblings of enrolled students may receive preference for admissions. Thus, if a family of an enrolled student would like a sibling to attend Ingenuity Prep, the family must submit a completed application via My School DC prior to the lottery deadline. Siblings of enrolled students will receive a preference over applicants from new families. This preference must be requested in the My School DC application and verified by Ingenuity Prep before the lottery deadline.

For application and enrollment, Ingenuity Prep defines a sibling as a child who shares a biological parent, legal guardian, or parent by marriage with a student at Ingenuity Prep. This relationship can be shown with a birth certificate or, in cases of legal guardianship or parent by marriage, with a birth certificate in combination with marriage certificate or court documentation in order for Ingenuity Prep to verify the sibling preference. Siblings of currently-enrolled (returning) students will receive first priority in the lottery. Siblings of newly-accepted or newly-enrolled students will receive second priority in the lottery. If a student applies through the common lottery with a sibling preference, Ingenuity Prep reserves the right to deny the preference when appropriate documentation is not provided. If a sibling preference is denied, the student's application will remain in the lottery with other non-sibling applicants.

### **Other Preferences**

In accordance with federal and D.C. regulations, Ingenuity Prep gives admissions preference to the students of staff and school founders. The use of these preferences, however, may constitute only a small percentage of the student body.

### **Waiting List(s)**

Ingenuity Prep participates in the MySchoolDC common application and lottery process. Waitlists are managed through the MySchoolDC website. Interested families should visit [myschooldc.org](https://myschooldc.org) to learn more.

### **Re-enrollment**

Parents are required to re-enroll their student each spring for the following school year and, by DC law, must submit annual proof of residency. The re-enrollment process at Ingenuity Prep begins on April 1 and concludes on May 1. A student's place at Ingenuity Prep for the following year is not secure until all



required paperwork has been completed. A student whose paperwork is incomplete at the day of the deadline may forfeit their seat for the following school year.

Families who miss the re-enrollment deadline but wish to enroll their students should contact a member of the Front Desk team as soon as possible. Ingenuity Prep will maintain a re-enrollment waitlist for families who request a seat. Available seats will be offered to students on the re-enrollment waitlist before being offered to new students. The re-enrollment waitlist will include a preference for siblings of students who have completed re-enrollment or with an active offer of re-enrollment. After the sibling preference is applied, seats will be offered on a first-come, first-served basis.

Ingenuity Prep begins accepting applications for new students in mid-December, with a lottery date in early April. Siblings of current Ingenuity Prep students receive preference in the admissions process/lottery. Please see the definition of siblings above.

### **Dis-enrollment**

If you find that you need to dis-enroll your student for any reason, including relocating outside of Washington DC, please follow the below steps:

1. Notify the Front Office staff of your intent to dis-enroll him or her.
2. Schedule a meeting with the CEO or his/her designee to discuss your reason for leaving and to fill out the Dis-Enrollment Form.
3. If necessary, complete a Transcript Request Form in the Front Office. Transcripts can take up to 3 business days to compile.

If a student leaves the school before the Dis-enrollment Form has been submitted to the Front Office, those absences will be marked as unexcused. In addition, student records will not be released to a new school without parental consent, which is given on the Dis-Enrollment Form.

It is important to make this decision with great care. Once a student has dis-enrolled, returning to Ingenuity Prep requires that a new application be submitted through the MySchoolDC lottery. Former students do not receive preference in our lottery or on the waitlist.

### **No-Show Policy**

Ingenuity Prep is committed to open enrollment for all students who are residents of D.C. and making offers to waitlisted students in a timely fashion. As such, students who are no-shows at the beginning of the school year may forfeit their enrollment at Ingenuity Prep.



A no-show is a student who misses three or more of the first 5 days of school or 5 or more of the first 10 days of school without a parent or medical note. If your student will not be able to start school on time or will miss several days in the first two weeks, please be sure to communicate the reason for the absence to the Front Desk team as soon as possible.



## IX. SCHOOL CLOSINGS AND EMERGENCIES

### **Snow Closings and Inclement Weather Policy**

#### ***One and Two Hour Delays***

- IF DCPS opens 1 hour late, Ingenuity Prep will open at 8:35 am. for breakfast and instruction will begin at 9:00 am. Beforecare will not be provided.
- IF DCPS opens 2 hours late, Ingenuity Prep will open at 9:35 am. for breakfast and instruction will begin at 10:00 am. Beforecare will not be provided.
- 

#### ***Emergency School Closings***

- If DCPS is closed, Ingenuity Prep will be closed.
- If DCPS is open, Ingenuity Prep is open.
- If Ingenuity Prep needs to open, close, delay an opening, or close early when DCPS does not, we reserve the right to do so. Please watch channels NBC 4, ABC 7, and News Channel 8 for Ingenuity Prep closings or delays.
- In addition to local news stations, Ingenuity Prep will report closings through a robocall to all families, on the [ingenuityprep.org](http://ingenuityprep.org) website, via a SignalKit announcement, on our Twitter feed, and on our Facebook page.
- If the weather or road conditions in your neighborhood precludes you from getting your student to school, please notify the school as soon as possible.

#### ***Emergency Early Dismissal***

- If DCPS has an early dismissal: Ingenuity Prep may not dismiss at the same time as DCPS. Call (202) 562-0391 or refer to the school's website, Twitter, or Facebook pages.

#### ***Non-emergency Closings***

- If DCPS has an early dismissal or closure due to non-emergency situations (i.e. Parent Teacher conferences) Ingenuity Prep may not dismiss at the same time as DCPS. Call (202) 562-0391 or refer to the school's website, Twitter, or Facebook pages if you have any questions.

### **Student Life Safety Procedures**

#### ***Emergency Contact Information***

Access to up-to-date contact information at all times for each student is essential to our students' safety. In the event of an emergency, the Front Office will call an ambulance before calling the parents/guardians. Emergency medical forms for each student are on file in the event of an emergency.



Parents/guardians should ask to review their student's medical forms if they have questions or need to make changes.

### ***Security***

To maximize time for student learning and development, Ingenuity Prep will be a safe, orderly, and organized school. School-wide expectations for student and adult behavior will be clear and actions taken will be consistent, respectful, and developmentally appropriate. A staff member will be at the reception desk or in the lobby from 7:00 am to 6:00 pm each day to properly direct any visitors.

### ***Emergency Contingency Plan***

In the event of an emergency (e.g., a lock-down or evacuation of the building) our main concern is the safety of our students and staff. Parents will be called and notified as to the status of the situation, location of their student, and status of the scheduled activities for the day as soon as possible given the situation. It is of utmost importance that we have correct contact information at all times. If your phone numbers change, please notify the Ingenuity Prep Front Office and a staff member will update our records.

If the campus must be evacuated, all students on the back hallway will exit out of the rear of the building and will gather on the back parking lot. All students on the front hallway will exit out of the front of the building and will gather on the near sidewalk immediately north of the school building.

### ***Fire Drills***

Fire drills are conducted monthly to prepare staff and students for a safe and orderly evacuation of the building in case of an emergency.



## **X. SUPPORTING STUDENTS AND FAMILIES**

### **Promotion Criteria**

Ingenuity Prep students will be eligible for promotion to the next grade by achieving the given grade-level benchmark on the respective assessments highlighted below:

- **Preschool and Prekindergarten**
  - AppleTree’s Every Child Ready Assessments
- **Kindergarten through 5<sup>th</sup> Grade**
  - STEP Benchmark Literacy Assessment
  - Fountas & Pinnell Literacy Assessment
  - Benchmark Math Assessment
  - NWEA MAP Assessment
  - Achievement Network (ANet) Assessment

In cases where student performance on these assessments falls below grade-level benchmark, the Academy and school leadership team and grade-level teachers will convene to determine whether the remaining body of student work reflects grade-level standards and whether the student is eligible for promotion.

Ingenuity Prep retains the right to make decisions on promotion and retentions at its sole discretion.

### **Ongoing Monitoring & Intervention**

Teachers and instructional leadership will, on an ongoing basis, monitor students’ performance data to gauge promotion and retention probability. Students in danger of retention will receive “deep dive” analysis and intervention planning with the school’s Student and Family Support Team (SFST). In early spring, Ingenuity Prep will notify parents of students who are candidates for retention. By the end of the school year, final retention decisions will be made and communicated to parents.

### **IEPs and Special Education**

#### ***Introduction***

Ingenuity Prep is committed to providing students with disabilities with a free and appropriate public education (FAPE). In accordance with Federal and District of Columbia laws, policies and procedures, Ingenuity Prep has fully implemented the following:

- Child Find practices to identify and evaluate children who may have a disability;
- Initial eligibility and re-evaluation guidelines which are in compliance with both IDEA and OSSE regulations;



- Individualized Education Programs for eligible students with disabilities which provide special education and related services in the least restrictive environment (LRE);
- Continuum of alternative placements as defined by IDEA to meet the needs of students with disabilities and related services;
- Policies to prohibit discriminatory practices against students with disabilities.

Ingenuity Prep operates as a local education agency (LEA) in order to provide the maximum flexibility needed to service students with special needs. Ingenuity Prep is also a member of the D.C. Cooperative on Special Education. The Cooperative provides technical assistance, access to best practices, and introductions to needed specialists. Ingenuity Prep uses both school based and contracted service providers for evaluation and related services. All school based and contracted clinicians must hold appropriate licensures and certifications, participate in clinical supervision meetings as needed, comply with Medicaid requirements, and are trained and prepared to use EasyIEP (as the OSSE training schedule allows).

### ***Program Overview***

At Ingenuity Prep policies and procedures are put in place so all students with disabilities who are in need of special education and related services are identified, located and evaluated. An integral part of Ingenuity Prep's educational philosophy is to provide students with high quality services in the least restrictive environment. To meet this goal, Ingenuity Prep is committed to the following best practices:

- Every student's progress on both academic and social and emotional needs is the responsibility of every staff member;
- Using best pedagogical practices to increase student achievement in reading, writing, and math;
- Providing the necessary social and emotional supports so that every student meets character, leadership, and behavior goals;
- Involving families as essential partners at every step from enrollment to graduation;
- Supporting families by connecting them to community and educational resources necessary to ensure attainment of the student's goals;
- Providing teachers with the resources, training, and assistance necessary to support them in teaching all students;
- Making necessary accommodations and modifications and implementing necessary supplementary aides and services for students with special needs;
- Implementing appropriate Child Find procedures;
- Aligning IEP goals with the general education curriculum to ensure access, authenticity and relevance;
- Educating a student in the least restrictive environment, removing them from the general education setting only when doing so is necessary to provide appropriate instruction;



- Providing students with a continuum of educational placements in order to ensure the provision of FAPE.

### ***Homeless Students***

The rights of homeless students are protected under the federal law known as the McKinney-Vento Education for Homeless Children and Youth Act. This law ensures that homeless children have access to the same free and appropriate public education as other children. Under this law, if a child who is enrolled at Ingenuity Prep is or becomes homeless while enrolled at the school, the law provides that the child may continue to be enrolled at Ingenuity Prep for the duration of his/her homelessness. In addition, homeless children have the right to transportation to ensure that they are able to continue attending their school of origin.

Ingenuity Prep will also work with homeless children and their families to ensure that they receive all supports and services for which they may be eligible. Parents of homeless students may inquire about these supports in the Front Office or ask to speak with the homeless liaison.

Please see Appendix F for more details on the Educational Rights of homeless students and youth.



## **XI. FIELD TRIPS**

Field Trips are one of the many ways we reward students who are doing the right things. The school reserves the right to exclude students from field trips.

### **Walking**

When your student first enrolls at Ingenuity Prep you will be asked to sign a walking permission slip which allows your student to leave the building, on foot, under the supervision of a school employee. This permission slip allows the student to walk to nearby playing fields, libraries, and other educational activities for the duration of their time at Ingenuity Prep.

### **Local Field Trips**

No student will be permitted to leave the school for a field trip if they do not have written permission from a parent/guardian. Please sign all permission slips in a timely manner. Teachers will leave your student, under adult supervision, at the school, if written permission is not received or if the student has not satisfied the requirements made by the teacher.



## **XII. TRANSPORTATION**

Ingenuity Prep Public Charter School does not provide transportation to and from school. Students are transported by their parents, walk, or make use of the public Metro system. If special transportation via a private bus is required for field trips or other school experiences, parents will be notified by a permission slip sent home by teachers that must be signed by the student's parent/guardian to enable his or her participation.



### **XIII. APPENDICES**

- A. NCLB COMPLAINT RESOLUTION POLICY
- B. TITLE I PARENTAL INVOLVEMENT POLICY
- C. NCLB RIGHT TO KNOW
- D. DISCLOSURE OF STUDENT RECORDS UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) POLICY
- E. NOTIFICATION OF RIGHTS UNDER PPRA
- F. HOMELESS CHILDREN AND YOUTH PROGRAM
- G. NOTICE OF NON-DISCRIMINATION
- H. TRUANCY POLICY
- I. DISCIPLINE POLICY
- J. DISCIPLINE OF STUDENTS WITH DISABILITIES
- K. SY18-19 ACADEMIC CALENDAR
- L. SY18-19 UNIFORM GUIDE
- M. USDA NON-DISCRIMINATION POLICY
- N. APPLETREE STATEMENT OF PARTNERSHIP

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.



## APPENDIX A – OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION NCLB COMPLAINT RESOLUTION POLICY

### INTRODUCTION

The Federal No Child Left Behind (NCLB) Act of 2001, Title IX Part C, Sec. 9304 (a)(3)(C) mandates that the State Educational Agency (SEA) adopt written procedures for the “receipt and resolution of complaints alleging violations of law in the administration of the programs.”

### PURPOSE

To establish guidelines for resolving complaints regarding operations of programs authorized under NCLB in a fair and timely manner. This section describes the process for resolving complaints by individuals or organizations that a local educational agency (LEA,) the DC SEA, or a grantee that is administering any of the NCLB programs have violated any related state or federal law, rule, or regulation.

### AUTHORIZATION

These procedures for resolving complaints are authorized under 20 U.S.C. 7844 and 20 U.S.C. 7883.

### APPLICABILITY

Complaints may be submitted using the procedures detailed in this document. This complaint resolution procedure applies to all NCLB State entitlement or discretionary programs administered or monitored by the SEA and may be used by SEA offices, LEA offices (within the DCPS or DC public charter schools), subgrantees who are administering a NCLB program., or those served by NCLB programs.

### POLICY STATEMENT

It is the policy of the SEA to investigate all allegations of noncompliance with state or federal law, rules or regulations, but it is expected that all reasonable attempts be made first to resolve the complaint at the local level where services to students are being implemented.

In order to initiate a complaint that an **administrative entity (AE)** is not in compliance, a complainant must submit a written, signed document that (1) describes the pertinent facts; (2) identifies the alleged violations of the law; (3) recommends how the complainant would have the AE resolve the complaint, and (4) provides an explanation of the outcome or (5) evidence that some attempt was made to have issue resolved at the appropriate local level.

## COMPLAINANTS

Complainants can include public agencies, parents, teachers, administrators or other individuals, organizations or stakeholders involved with an activity, program, or project operated under one of the NCLB grants.

**DEFINITION OF A COMPLAINT** A “complaint” is a written signed statement filed by an individual or an organization. See the **POLICY**

**STATEMENT** for details of the content of the statement.

## PROCESSING ENTITY

The complaint must be mailed to the appropriate AE office at the local level. If the local entity cannot resolve the complaint, the complaint should be forwarded to Victor Vyfhuis, Executive Director at the Office of Federal Grants Programs (OFGP)/SEA, DC Public Schools, 825 North Capital Street, NE, 8<sup>th</sup> Floor, Washington, DC 20002. If the complaint pertains to an LEA or subgrantee in the District of Columbia, OFGP will investigate the complaint. If the complaint pertains to OFGP or any other State office, OFGP will send the complaint to the Deputy Chief State School Officer for investigation.

## COMPLAINT RECEIVED BY THE AE

Complaints are to be responded to from receipt to closure within 60 **business days**.

The AE will issue a **letter of acknowledgement** to the complainant within 14 calendar days of receipt of a complaint. The letter will include the following information:

- The date the office received the complaint;
- How the complainant may provide additional information;
- The name of the assigned **complaint investigator (CI)**; and
- Timelines for the resolution of the complaint. If the complaint involves an LEA, OFGP will also send a copy of the **letter of acknowledgement** to the LEA local superintendent or corresponding administrator.

## PROCESS FOR INVESTIGATING COMPLAINTS

- The complaint will include all information specified in the policy statement
- The assigned CI will review the facts and circumstances of the complaint. Upon receipt of a written complaint, a **record** of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based will be initiated.

- **A Letter of Allegations** will be developed after contact with the complainant and AE has been made. The **Letter of Allegations** will 1) identify the complainants alleged issues (i.e., which specific federal or state law or regulation related tot the provision of services was violated 2) identify the documentation the AE will need to provide in order to assist the CI in making a determination of compliance or noncompliance and 3) indicate the date the AE will need to submit a written response to the CI.
- An on-site, compliance monitoring visit will be conducted if necessary, including a publicly announced meeting to hear testimony from all interested parties, if the CI determines such a meeting is needed.
- A determination will be made as to whether a violation of law or regulation has occurred.
- If the CI determines a violation has occurred, the AE will be required to take corrective action to return to compliance. Timelines for completion of the corrective action must be submitted to the office of the CI.
- If a violation has occurred, it will be determined whether a sanction will be applied or Title program funds need to be returned (the amount of funds to be returned will be specified).
- All parties will be notified of the results of the review and determinations.
- If the CI determines that no violation of law or regulation has occurred, the AE will attempt to resolve or negotiate programmatic concerns with the complainant
- Once a determination is made (consistent with federal and/or state and/or rules/regulations), the complaint investigator will develop a **Letter of Findings** to address whether or not the AE is in compliance. **The Letter of Findings** will be sent to the AE and to the complainant. The letter will either contain a statement that explains the need for corrective action, or will state that the office of the CI does not sustain the complaint. If the CI finds an additional violation, which was not cited in the original **Letter of Allegations** that finding may be added to the **Letter of Findings**.
- When there are exceptional circumstances present with regard to a particular complaint an extension of time may be granted to complete the investigation.

#### **FORMAL COMPLAINTS REGARDING PARTICIPATION OF PRIVATE SCHOOL CHILDREN**

Complaints regarding the participation of private school children in NCLB programs will be handled using the same process, described above. Additionally, the U.S. Secretary of Education will be notified of such a complaint at the time it is received by the SEA.

NCLB provides that private school officials have the right to formally complain to the SEA if they believe an LEA did not engage in consultation that was meaningful and timely, or if the LEA did not give due consideration to the views of the private school officials. Any complaint involving the poverty data on private schools may also be addressed to the SEA. Private school officials with concerns should send their written complaints to the OFGP State office.



### **APPEALS TO THE U.S. DEPARTMENT OF EDUCATION**

Following formal resolution at the SEA level or lack of resolution within a reasonable period of time, the complainant may appeal the SEAs decision to the U.S. Secretary of Education within 30 days. The Secretary then would investigate and issue a letter of finding within 120 days after receipt of the appeal.



## APPENDIX B - INGENUITY PREP TITLE I PARENTAL INVOLVEMENT POLICY

Ingenuity Prep recognizes that parent involvement is vital to achieve maximum educational growth for students in Title I programs. Therefore, in compliance with the No Child Left Behind parental involvement requirements, Ingenuity Prep shall meet with parents to provide information regarding their school's participation in the Title I program and its requirements.

Ingenuity Prep will ensure that such meetings are held annually and at a convenient time. All parents of participating students shall be invited to attend. Title I funds may be provided for transportation, childcare, home visits, or other parental involvement services, as appropriate.

Ingenuity Prep will ensure equivalence among schools in teachers, administration, and other staff and in provisions of curriculum materials and instructional supplies.

Parents shall be informed of their right to be involved in the development of the Ingenuity Prep's parental involvement policy, overall Title I plan, and school-parent compact.

### **Parental Involvement Policy**

A parental involvement policy shall be developed jointly and agreed upon with parents of participating students. Ingenuity Prep shall ensure:

1. Involvement of parents in the joint development of the Ingenuity Prep overall Title I plan and the process of school review and improvement.
2. Coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
3. Development of activities that promote the schools' and parents' capacity for strong parent involvement.
4. Coordination and integration of parental involvement strategies with appropriate programs, including the requirements of other NCLB title programs, as provided by law.
5. Involvement of parents in the annual planning, distribution of funds, and evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.
6. Barriers to participation by parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority are identified.
7. Findings of annual evaluations are used to design strategies for more effective parental involvement and to revise, if necessary, the requirements of this policy.



8. Parents are involved in the activities of schools served under Title I and are provided a flexible number of meetings.
9. A minimum of 1 percent of the Title I-A allocation will be designated for parental involvement activities. (When applicable) A minimum of 95 percent of these reserved funds shall be distributed to the Title I identified schools.

Ingenuity Prep shall, to the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, parents of homeless students, and parents of migrant students. Information and school reports will be provided in a format and language parents understand.

Ingenuity Prep's policy shall be adopted by the Ingenuity Prep Board of Trustees, reviewed annually, and updated periodically to meet the changing needs of parents and the schools. The parental involvement policy will be distributed to parents of participating students in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community.

Ingenuity Prep will establish administrative regulations, which include the plan and compact and detail mandatory compliance of all federal and state requirements. The plan and compact will be the working documents, which support the plan in practice.



**APPENDIX C - NO CHILD LEFT BEHIND PARENT'S RIGHT TO KNOW TEACHER QUALIFICATIONS  
(COMPLIANCE WITH P.L. 107-110, SECTION 1111(H)(6)(A))**

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Ingenuity Prep will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

Whether paraprofessionals provide services to your child and, if so, their qualifications. Ingenuity Prep is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact Will Stoetzer, Chief Operating Officer at 202-562-0391 or the CEO.



## APPENDIX D - DISCLOSURE OF STUDENT RECORDS UNDER THE FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA) POLICY

**Purpose:** To clarify the restrictions on disclosure of students' education records under the Family Educational Rights Privacy Act ("FERPA") for Ingenuity Prep Public Charter School (the "School:") and its employees.

**Policy:** The School may not release personally identifiable information contained within student education records to a third party unless such release is expressly permitted under FERPA. A student's education records under FERPA include all records directly related to the student and which are maintained by the School. Records covered by FERPA therefore include, but are not limited to: grades, report cards, transcripts, attendance information, academic appeals, and records of any disciplinary proceedings. This list is not exhaustive and is provided only as an example of the wide range of information considered to be an "education record" under FERPA.

### Definitions:

**Eligible Student:** A student 18 years of age or over.

**Parent:** A parent or legal guardian of a student at the School. (The legal guardian of a student includes any individual or entity acting as a parent in the absence of a parent or guardian, including, but not limited to, any governmental agency or third party who is granted custody, care and control of a child or granted legal custody pursuant to a court order.)

**PCSB FERPA Contact:** Staff member or designee of D.C. Public Charter School Board ("PCSB") designated as the School's point of contact on FERPA-related issues and compliance.

### Procedures:

#### Disclosure

The School will protect the privacy of all student education records and will not disclose personally identifiable information within student education records to anyone other than the Parent or Eligible Student unless (1) the Parent or Eligible Student has provided prior written consent to such disclosure using the attached "Consent to Disclose Student Education Records" form; (2) the information to be disclosed has been classified as "directory information" in the School's annual FERPA notification (described further below); or (3) the disclosure is permitted under one or more FERPA exceptions, some of which are presented below, but must be specifically determined to apply in a particular circumstance by the School's administration before the disclosure occurs.



## Consent to Disclose Student Education Records Form (“Consent Form”)

Unless the requested records are not covered by FERPA, have been classified “directory information” in the annual FERPA notification, or another exception applies, a Parent, or Eligible Student must provide advance written permission to release the student’s education records to an outside third-party. The Parent’s or Eligible Student’s permission must be given through completion of the attached Consent Form. No information may be released beyond the scope of the permission as indicated in the form.

Once completed, the signed Consent Form will be kept in the School’s office. Parents or Eligible Students may revise their consent at any time during the year by completing a new form. No form shall be effective for more than one academic year.

### Directory Information

#### *Allowable Information*

The School may disclose student information that has been classified as “directory information” in its annual FERPA notification. Directory information refers to information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes, but is not limited to, the following student information:

1. Student name
2. Address and telephone number
3. E-mail address
4. Photograph
5. Date and place of birth
6. Grade level
7. Dates of attendance
8. Participation in officially recognized activities and sports
9. Weight and height of members of athletic teams
10. Degrees, honors, and awards received

Directory information cannot include a student’s Social Security number. A student’s ID number or user ID can be considered directory information, but only if that identifier cannot be used to gain access to the student’s education records without utilizing a password or personal identification number.



### *Annual FERPA Disclosure Regarding Directory Information and Opt Out Option*

In order for the School to disclose directory information, it must first provide public notice in an annual FERPA notification to Parents and Eligible Students of the following:

1. The types of personally identifiable information that is designated as directory information;
2. A Parent's or Eligible Student's right to refuse the designation of any or all of those types of information about the student as directory information; and
3. The period of time within which a Parent or Eligible Student has to notify the School in writing that he or she does not want any or all of those types of information about the student designated as directory information.

The required annual FERPA notification can be provided within other informational documents sent by the School or as separate School correspondence.

### Exceptions

#### *Allowable Disclosures*

There are several exceptions that permit the release of student education records under FERPA. The following are some common examples of parties who can receive disclosures without the student's written consent in a manner that does not violate FERPA:

- A contractor, consultant, volunteer to whom the School has outsourced institutional services or functions, if the party is under the direct control of the School and has met the Third-Party Requirements described below.
- Other schools, school districts or institutions of postsecondary education in which the student is seeking to enroll or to transfer credits.
- Authorized representatives of the DC Public Charter School Board (PCSB), the District of Columbia Office of the State Superintendent of Education ("OSSE"), U.S. Department of Education ("DOE"), the U.S. Attorney General ("AG"), or the U.S. Comptroller General ("USCG") for audit, evaluation, or compliance activity with respect to Federal or state education programs.
- Organizations conducting studies for, or on behalf of, the Board, a School, or another governmental entity provided such organization has met the Third-Party Requirements described below.
- Schools' accrediting agencies.



- To appropriate parties, if necessary to protect the health or safety of a student or other individuals.
- To comply with a judicial order or lawfully issued subpoena.

Responses to requests for student records can be made to the third-parties identified above. School staff must notify the PCSB FERPA Contact prior to the release of these records, provided that such notification is feasible. Schools must within 15 days of such release provide the PCSB with a brief description of such release via upload to AOIS.

#### *Recordkeeping Requirements*

A record of any disclosure must be made in students' education records, which describes: (1) the party or parties who received the students' records; and (2) the legitimate interests of the party or parties had in requesting and obtaining the information. In the event that the disclosure is to an authorized representative of the PCSB, School, OSSE, the DOE, AG, or USCG, the record of the disclosure may be made by class, school, or other appropriate grouping. (For example, if OSSE requested all student records from the School, a record could be made indicating that the entire School's student records were provided, rather than placing a record in each student's file.)

#### *Notification Requirements*

If the School receives a judicial order or lawfully issued subpoena, there are certain notification requirements it must make before disclosing the students' records. The Parent or Eligible Student must be notified of the order or subpoena in order to give an opportunity to seek protective action. Before disclosing student education records pursuant to a judicial order or lawfully issued subpoena, please consult with School counsel.

#### *Third-Party Requirements*

If the School discloses student records that contain personally identifiable information to an authorized representative, such as a contractor, consultant or research organization, a written agreement must be entered into. The agreement must specify the following:

1. The designated official or entity that constitutes an authorized representative;
2. The type of student records to be disclosed to the authorized representative;
3. The purpose for which the student records are being disclosed;
4. A requirement that the authorized representative must destroy any personally identifiable information when it is no longer needed for the purpose specified, and a time period in which the information will be destroyed; and
5. Policies and procedures to protect personally identifiable information within the students'



records from re-disclosure and unauthorized use by the authorized representative.

If charter school staff are contacted by a party purporting to be an authorized representative of the PCSB, OSSE, the DOE, AG, or USCG requesting student records, or purporting to be a representative of an organization conducting a study or studies for, or on behalf of one of these entities, they must notify the PCSB FERPA Contact prior to the release of student records.

### *Health and Safety Emergencies*

The School may disclose student education records that contain personally identifiable information to appropriate parties, including parents of a student, in connection with an emergency, if necessary to protect the health or safety of students or other individuals. In disclosing student records, a determination must be made that there is a clear and significant threat to individuals' health or safety. If a disclosure is made due to a health or safety emergency, the School must record a description of the significant threat to students or other individuals that formed the basis for the disclosure, and the parties who received the information.

### **Other FERPA Requirements:**

#### Right to Request Inspection of Student Records

Every Parent or Eligible Student must be allowed to personally inspect copies of his or her records upon request. The School must therefore either provide copies of student records to Parents and Eligible Students upon request, or make arrangements to allow for inspection of requested records within 45 days of when the request was received.

A reasonable fee for copies of student records may be charged, but not if imposition of a fee will prevent the Parent or Eligible Student from receiving copies of the records. No fee may be charged solely in order to search for or retrieve a student's education records.

#### Right to Request Amendments to Records and Hearings

If a Parent or Eligible Student believes that the education records maintained by the School relating to the student contains information that is inaccurate or misleading, he or she may ask for the records to be amended, in writing. If, based on that written statement, the School decides not to amend the records as requested it must inform the Parent or Eligible Student of its decision and the right to a hearing. The hearing may be conducted by any School staff who was not involved in the initial decision not to accept the Parent's or Eligible Student's request to amend the relevant records.



In the event of a hearing, if the School staff who conducted the hearing decides that the information in question is inaccurate or misleading, it must direct relevant staff to amend the records accordingly and inform the Parent or Eligible Student of the amendment in writing. If, on the other hand, School staff decides that the information is not inaccurate or misleading, it must provide its decision in writing and inform the Parent or Eligible Student of the right to place a statement in the records commenting on the contested information. School staff's decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

#### Reasonable Protection of Student Information

The School shall use reasonable methods to ensure that School officials obtain access to only those education records in which they have legitimate educational interests. If the School does not use physical or technological access controls, it must ensure that its administrative policy for controlling access to education records is effective and that it restricts access to officials with legitimate educational interests.



**CONSENT TO DISCLOSE STUDENT EDUCATION RECORDS**

Student's Name: \_\_\_\_\_

Age of Student: \_\_\_\_\_

Parent's Name (if student is under 18): \_\_\_\_\_

Student Social Security #: \_\_\_\_\_

I know that the Family Education Rights and Privacy Act of 1974 as amended protects the privacy of student education records and limits access to the information contained in those records.

I have indicated below the party or parties who may have information from my education records:

1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_



**PLEASE INITIAL ALL AREAS THAT APPLY:**

If asked, I want the above named individual(s) to receive student records regarding:

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The purpose of disclosing the student records is as follows:

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Date		Printed Name
		Student's Signature (if student is 18 or over) Parent's Signature (if student is under 18)



## APPENDIX E - NOTIFICATION OF RIGHTS UNDER PPRA

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

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole, or in part, by a program of the U.S. Department of Education (ED)–

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

**Receive notice and an opportunity to opt a student out of** – 1. Any other protected information survey, regardless of funding; 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Ingenuity Prep has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information



surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Ingenuity Prep will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Ingenuity Prep will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Ingenuity Prep will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

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

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5901



## **APPENDIX F - EDUCATION OF HOMELESS CHILDREN AND YOUTH PROGRAM EDUCATIONAL RIGHTS PUBLIC NOTICE**

The mission of the Education of Homeless Children and Youth Program is to ensure free, appropriate, public educational opportunities for homeless children and youths; to provide technical assistance to schools, shelters and the community; and to heighten awareness of homeless issues. Homeless children and youth should have equal access to the same educational opportunities and services as non-homeless children and youth. In addition, homeless children and youth should have the opportunity to meet the same challenging academic achievement standards to which all students are held pursuant to Title X of No Child Left Behind; McKinney-Vento Homeless Assistance Act federal law.

### **1. What is the definition of homeless children and youths? The term “homeless child and youth” means:**

- Children and youth who lack a fixed, regular, and adequate nighttime residence; and includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelter (including D.C. transitional housing); are abandoned in hospitals; or are awaiting foster care placement;
- Children and youth who have a primary nighttime residence that is a private or public place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings;
- Migratory children who qualify as homeless because they are living in circumstances described above; and
- Unaccompanied youth, including youth who are not in the physical custody of a parent or guardian, who qualify as homeless because they live in circumstances described above.

### **2. Can a homeless child enroll in school?**

Yes. The child may continue enrollment in the school of origin for the duration of homelessness. The school is the one the child attended prior to becoming homeless or the school in which the child was last enrolled. The child may also enroll in the school for the attendance area where he or she is living temporarily. If a dispute arises over school selection or enrollment, the school must immediately enroll the homeless student in the school, pending resolution of the dispute. If the local school cannot resolve the dispute, the school must follow the Dispute Resolution Process, not to exceed fifteen (15)



days. The local school must provide the parent, guardian or unaccompanied youth with a written statement of the school placement decision and the appeal rights.

**3. Whom should be contacted if a dispute arises regarding enrolling a homeless child or youth in school or if other assistance is needed?**

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

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

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

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

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

Also, the District of Columbia Human Rights Act, approved December 13, 1977 (DC Law 2-38; DC Official Code §2-1402.11(2006), as amended) States the following:

Pertinent section of DC Code § 2-1402.11: It shall be an unlawful discriminatory practice to do any of the following acts, wholly or partially for a discriminatory reason based upon the actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual. To file a complaint alleging discrimination on one of these bases, please contact the District of Columbia's Office of Human Rights at (202) 727-3545.



## **APPENDIX G - NOTICE OF NONDISCRIMINATION**

Ingenuity Prep shall not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, age, disability, sexual orientation, or other protected class in accordance with applicable federal, state or local laws in hiring or other employment practices of the school. Further, Ingenuity Prep shall be open to all students in its authorized geographic area on a space available basis and shall not discriminate in its admission policies or practices on the basis of race, color, ethnicity, religion, national origin, gender, disability or sexual orientation. Ingenuity Prep admits students of any race, color, ethnicity, religion, national origin, gender, disability or sexual orientation to all the rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, disability or sexual orientation in administration of its educational policies, admission policies, scholarship and loan programs, or athletic or other school administered programs.



## APPENDIX H – TRUANCY POLICY

Truancy is defined as any school-age child (ages 5 – 18) with ten (10) cumulative unexcused absences at any time during the school year.

No later than two (2) days after the accrual of multiple absences as described above, truant students are reported to the District of Columbia Child and Family Services Agency (CFSA) Office of the Attorney General, depending on student’s age; and Court of Social Services, Superior Court of the District of Columbia, depending on student’s age.

If at any time however, educational neglect is suspected, we immediately notify the authorities. At each unexcused absence, a call goes out to the parent/guardian of each absent student by 10:00 am on the day of the absence. Parents/guardians must call the school to report the absence of their child by 8:00 am.

For students with recurring attendance issues or for parents/guardians who don’t report the absence of their child to the school, the front-desk staff makes a personal phone call to the home seeking the reason for the student’s absence and messaging the importance of students being in school, on-time, and ready for learning. The reason for the absence is noted in a PowerSchool log entry.

### **Every absence:**

- Front Office staff call student's parent/guardian

### **At three absences (unexcused):**

- A robo call is sent to the parent/guardian with reminders to the parent/guardian to bring in an excuse or doctor’s note.

### **At five (5) absences (unexcused)::**

- Teachers schedule a conference with the family and a member of the Attendance Team to jointly discuss the student’s attendance issues;) to review attendance expectations and consequences; to discuss any interventions or support needed; to execute an attendance contract, if applicable, etc. If the parent/guardian does not show up for the attendance meeting, a “sorry you missed your meeting” letter is also sent to the parent/guardian for additional documentation.

### **At seven (7) absences (unexcused):**



- A letter is sent home with the student's current absences and reminder of the school attendance policy.

**At ten (10) absences (unexcused), Ingenuity Prep reports the issue to:**

- D.C. Child and Family Services Agency 400 6th Street, SW Washington, DC 20024 (202) 442-6100 <http://cfsa.dc.gov/DC/CFSA>

Should the absences continue:

- At thirteen (13) absences (unexcused), a conference is scheduled with the parent, a member of the Attendance Team, and a school leader
- Additional truancy reports are made for every 5 absences (e.g., 15, 20, and so on)

When reporting a truant student to any District entity, we provide the following records:

- the student's attendance record;
- any prevention and intervention plans;
- documentation related to referrals and outcome of such referrals;
- documentation representing evidence of communications, services, and attendance-related interventions taken by the school;
- documentation of suspected educational neglect; d
- documentation of personal contacts with, and written notification to, parents/guardians with regard to the unexcused absences;
- and, the student's Individualized Education Program (IEP) with any supporting evaluations or assessments, if applicable.



**APPENDIX I – DISCIPLINE POLICY**

See next page.

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.



**INGENUITYPREP**

# **Student Discipline Plan**

**2018-2019 School Year**

**TABLE OF CONTENTS**

**SECTION 1: MISSION ..... 3**

**SECTION 2: DISCIPLINE PHILOSOPHY ..... 3**

**SECTION 3: DISCIPLINE PLAN ..... 3**

**SECTION 4: OPERATIONALIZING THE PLAN IN EARLY CHILDHOOD CLASSROOMS ..... 3**

**SECTION 5: SERIOUS INFRATIONS ..... 4**

**SECTION 6: SUSPENSION AND EXPULSION ..... 4**

**SECTION 7: DISCIPLINE OF STUDENTS WITH DISABILITIES..... 6**

**SECTION 8: NOTICE AND APPEAL of SUSPENSION AND EXPULSION ..... 9**

**SECTION 9: GRIEVANCE PROCEDURES ..... 9**

**APPENDIX A – DISCIPLINE TIERS**

## **I. Mission**

*Ingenuity Prep Public Charter School prepares its students to succeed in college and beyond as impactful civic leaders.*

## **II. Discipline Philosophy**

Ingenuity Prep’s approach to discipline is driven by its mission-aligned goals of preparing students to succeed in college and beyond as impactful civic leaders. Informed by “emotional constancy” and a “warm/strict” approach, adults across the Ingenuity Prep community will ensure 1) rules and procedures – including their mission-aligned rationale – are understood and authentically embraced by students, 2) high expectations for adherence to these rules and procedures are consistently upheld, 3) and there is an appropriate balance of recognition of students meeting expectations and appropriate follow-up with students who do not meet expectations, per the school’s clearly outlined discipline plan protocols. In all interactions – even the most trying situations involving the administration of discipline – adults’ “emotional constancy” and “warm/strict” approach should ensure student dignity is upheld.

## **III. Discipline Plan**

Informed by the philosophy above, Ingenuity Prep will categorize and accordingly respond to behaviors as outlined in the Discipline Plan located in Appendix A.

## **IV. Operationalizing the Plan in Early Childhood Classrooms**

In our PreK3 and PreK4 classrooms, teachers focus on exposing and helping students to practice a group of social-emotional skills and behaviors that are organized into four Core Value categories: Be A Good Friend, Use Your Words, Do Your Best, and Be Your Best.

Morning and afternoon classroom meetings provide opportunities to explicitly reflect, discuss, and recognize these behaviors.

Students’ progress against these categories is monitored through the Leader Log, which is a daily communication tool for parents that provides a snapshot of the child’s day.

## **V. Serious Infractions**

A serious infraction sufficient to justify consideration of suspension or expulsion is one which threatens the health, safety or welfare of a student, teacher or staff member or repeatedly impairs instruction for the student's classmates. Serious infractions include; but are not limited to:

- a. Intentionally injuring, attempting to injure, or threatening to injure another person or oneself;
- b. Intentionally causing damage to school property or the property of others at the school;
- c. Using profane or extremely disrespectful language to another student or a teacher;
- d. Possession of any weapons or instruments designed to commonly used as weapons;
- e. Unsafe behavior including failing to respond to a teacher's directions in such a way that it causes concern for the safety of the individual student or the class;
- f. Leaving the school or classroom without the permission or consent of the teacher or supervising adult;
- g. Possession of profane material, sexual harassment, sexual assault, or the display of sexually indecent or lascivious behavior;
- h. Possession of alcohol, tobacco, illegal drugs; and
- i. Repeated and consistent misbehavior that significantly disrupts classroom instruction after behavior management plans have been implemented.

Except for extenuating circumstances as determined on a case-by-case basis by an Administrator, any student who brings a weapon into the Ingenuity Prep may expelled for not less than one year. The term "weapon" means a firearm as such term is defined in 18 U.S.C. § 921, a knife longer than 4", or an explosive of any kind. An Administrator shall refer to the criminal justice or juvenile delinquency system, simultaneous with expulsion, any student who is expelled for bringing a weapon into school, pursuant to 20 U.S.C. § 8921 et seq.

## **VI. Suspension and Expulsion**

Through proactive support of and engagement with students and families, Ingenuity Prep will seek to minimize the number of out-of-school suspensions and expulsions it administers. On the occasion a student commits a serious infraction (Tiers 3-5), he/she may be suspended from school for a specified number of days or expelled from school for the remainder of the school year by the CEO (for suspension or expulsion) or an Administrative Designee (for suspension only). Expelled students may re-apply to attend school the following year. The school will attempt to contact the student's parents/guardians before a suspension or expulsion and will receive a written letter with details about the incident within one business day. If a student is a candidate for expulsion, the family will be invited to a meeting with the CEO and another appropriate school representative to discuss the incident and attempt to address the behavior without excluding the student from school. If, after this meeting, the student remains a candidate for expulsion there will be a separate Expulsion Determination meeting with the CEO, the

Chair of the Board of Trustees, and other appropriate school representative. The family may have representatives (attorneys, mentors, family members) attend any of these meetings.

### **Short Term Suspension**

For short-term suspensions (5 days or less) the decision to suspend a student shall be made by the CEO or Administrative Designee with or without the recommendation of the student's teacher or other school employee. The CEO or Administrative Designee will determine the number of days for suspension based on the severity of the infraction, the age of the student, and previous infractions. The suspension shall become effective immediately unless otherwise stated by the CEO or Administrative Designee. After three suspensions from school within the same school year for the same or different infractions, the student will be a candidate for expulsion.

Ingenuity Prep encourages (but does not require) parent/guardian to attend a meeting with the CEO or Administrative Designee before a student returns to school. The CEO or Administrative Designee will work with the parent/guardian to schedule this meeting at the time the parent/guardian is notified of the suspension.

### **Long-Term Suspension and Expulsion**

A student committing a Tier 4 infraction may be a candidate for long term suspension (more than 5 days) or expulsion for up to one calendar year. Prior to the determination for a long-term suspension or expulsion, the family will be invited to participate in a meeting, with the CEO and another school representative, so that the family, student, and school administration can better understand the incident and determine if a long-term suspension or expulsion is warranted. The family may have representatives (attorneys, mentors, family members) attend any of these meetings. This meeting is an opportunity for the student and family to engage in a dialog about the incident in order to share all pertinent information about the incident and/or student's situation.

If, after this meeting, the school administration determines that it may still take actions to suspend or expel the student, a Long-Term Suspension or Expulsion Determination meeting will be scheduled with the CEO and appropriate school personnel. Ultimately, the decision to administer a suspension exceeding ten days or expulsion rests with the CEO.

As is the case with short-term suspensions, Ingenuity Prep encourages (but does not require) a parent/guardian to attend a meeting with the CEO or Administrative Designee before the student returns to school.

## **VII. Discipline Of Students With Disabilities**

### **Purpose**

If a student violates the Ingenuity Prep Code of Student Conduct, before consequences or punishment are imposed, a school must consider whether the student has a disability evidenced by an IEP or 504 Plan. While all students may be disciplined, it is both illegal and unjust to punish a child when the offense is directly related to his disability or when the IEP or 504 Plan is not implemented.

### **Legal Standard**

Disciplinary actions give students with disabilities extra legal protections when the discipline constitutes a change in placement. A “change in placement” is a legal term that applies to the following situations:

- A suspension or expulsion for more than 10 consecutive school days. If a student has transportation on his IEP, then bus suspensions are also counted.
- Suspensions that may total less than 10 cumulative school days in a school year may be a change in placement if they appear as part of a pattern of suspensions. A pattern of suspensions may be found if the student is suspended for behavior that is “substantially similar” to behavior for which the child has previously been suspended. Factors may include same type of behavior, same victim, same class, same day of the week or same time of day.

If the offense is a change in placement, the school team (including the parent) must advise parents in writing, provide a copy of the IDEA procedural safeguards, and hold a Manifestation Determination meeting to determine two issues:

- Was the student’s misconduct caused by or directly and substantially related to the student’s disability?
- Was the student’s misconduct a direct result of the school’s failure to follow the child’s IEP?

If the team answers yes to either question, then the student’s behavior is a manifestation of his/her disability. The student may not be suspended, expelled or transferred to a remedial disciplinary school as a punishment for misbehavior that is a manifestation of a disability. The team must conduct a functional behavioral assessment and create a behavior plan addressing ways that the school can help a student with a conduct issue. If the student already has a behavior plan, the plan must be reviewed and modified to address how the school can better assist the student with the conduct issue.

If all team members agree that the student’s conduct was not a manifestation of his disability, then the student may be subject to the same consequences as all students. If a parent disagrees with the team’s decision that the behavior was not a manifestation of the student’s disability, the parent may request a due process hearing to challenge this finding. If the Hearing Officer agrees with the parent, the student will remain in the school where the offense was committed unless the parent and the school agree otherwise. However, during the period of expulsion or transfer to an alternative placement or remedial

disciplinary setting, the student must continue to receive special education services prescribed by his IEP and a Behavior Plan must be created or revised to address the offending conduct.

If Ingenuity Prep orders a disciplinary removal that meets the definition of a change in placement, it must continue to make FAPE available to the student. This means that even if the child is suspended or expelled from a school, the LEA must ensure that the student continues to receive educational services.

### **Emergency Circumstances Involving School Safety: Weapons, Drugs or Serious Injury**

If a student: possesses illegal drugs; is selling prescription drugs; carries a weapon; or causes serious bodily injury to another, either at school or during a school related activity, the school may immediately remove the student for up to 45 school days to an alternative or remedial disciplinary setting. To comply with the law, a 45 school day emergency removal for serious bodily injury must be serious, i.e., requiring medical treatment.

Because drugs, weapons and serious bodily injury are so dangerous to a safe school climate, a school may remove a student under these circumstances for 45 school days regardless of whether a child has intellectual disability or even if the team believes that the behavior is a manifestation of the student's disability. During the 45 school-day period, the school must convene a manifestation determination meeting. If the school determines that the conduct is a manifestation, the school may have the child re-evaluated, create or revise an existing behavior plan, or hold an IEP meeting to consider a more intensive special education placement upon the expiration of the 45-day alternative placement or sooner. If all team members determine that the conduct was not a manifestation of the student's disability, then the 45 school day emergency placement may proceed to a disciplinary proceeding afforded to all students.

### **Emergency Hearing/Dangerousness**

If a school has solid reasons to believe that keeping the student in his current school is "substantially likely to result in injury to the child or to others", the school should consult with the Director of Student and Family Support who may request an emergency hearing to ask a Hearing Officer to transfer the student to an alternative setting for up to 45 school days. Dangerousness may exist even if there is no Code of Conduct violation. It is a consideration based on serious safety concerns for the student and/or the school community.

### **Notice to Parents**

Any time a student with an IEP or 504 plan is removed to an alternative or remedial disciplinary setting, the parent must be given a NOREP stating this decision and a copy of the procedural safeguards.

### **Restraints**

Restraints are considered the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's body. Does not include briefly holding, without force, a student in order to calm or comfort him, guiding a student or eligible young child to an appropriate activity, or holding a student's or eligible young child's hand to safely escort him/her from one area to another. Excluded from this definition is hand-over-hand assistance with feeding or task completion and techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents and specified in the IEP.

Restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the student is acting in a manner as to be a clear and present danger to him/herself, to other students or to employees, and only when less restrictive measures and techniques have proven to be or are less effective. The use of restraints to control the aggressive behavior of an individual student must cause the school entity to notify the parent of the use of the restraint and a meeting of the IEP Team within 10 school days of the inappropriate behavioral causing the use of restraints, unless the parent, after written notice, agrees in writing to waive the meeting.

At this meeting, the IEP Team must consider whether the student needs a functional behavioral assessment, reevaluation, a new or revised positive behavior support plan, or a change of placement to address the inappropriate behavior.

The use of restraints may only be included in a student's IEP when:

- It is utilized with specific component elements of positive behavior support;
- It is used in conjunction with the teaching of socially acceptable alternative skills to replace problem behavior;
- Staff are authorized to use the procedure and have received the staff training required; and
- There is a plan in place for eliminating the use of restraint through the application of positive behavior support.

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents. Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning. Examples include:

- Devices used for physical or occupational therapy;
- Seatbelts in wheel chairs or on toilets used for balance and safety;
- Safety harnesses in buses; and
- Functional positioning devices.

The following aversive techniques of handling behavior are considered inappropriate and may not be used:

- Corporal punishment;

- Punishment for a manifestation of a student’s disability;
- Locked rooms, locked boxes or other locked structures or spaces from which the student can not readily exit;
- Noxious substances;
- Deprivation of basic human rights, such as withholding meals, water or fresh air;
- Suspensions constituting a pattern under §14.143(a) (relating to disciplinary placement);
- Treatment of a demeaning nature;
- Electric shock.
- The use of prone restraints. Prone restraints are those in which a student or eligible young child is held face down on the floor.

## **XII. Notice and Appeal of Suspension and Expulsion**

The decision to suspend or expel a student shall be made by the CEO or Administrative Designee and communicated to the parent/guardian in writing, in person, or over the phone. An electronic record of the suspension, accessible to parents, will be made within 12 hours of the CEO’s decision. The student’s parents/guardians have 48 hours from this electronic submission to challenge the suspension or expulsion by submitting to the Chair of the Board of Trustees, in writing, an appeal of the decision. During this time, the student will not be allowed to attend classes. The Chair of the Board of Trustees will issue a decision in writing to the parents/guardians and the school administration within 48 hours of receiving the appeal. The decision of the Chair of the Board of Trustees in affirming or reversing the CEO’s decision is final.

## **IX. Grievance Procedures**

It is the policy of Ingenuity Prep that all employees, students, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its schools.

Ingenuity Prep recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

### **What May Be Grieved**

The Ingenuity Prep grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

## **Who May Grieve**

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

## **Other Remedies**

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

## **Informal Grievance**

Because most difficulties can be resolved by communicating a concern to someone, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the school principal, or the CEO.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

## **Formal Grievance**

Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the school principal or with the CEO. The written notice shall identify the nature of the complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and/or parent shall sign and date the grievance. The principal and the CEO can be reached at the contact information provided below.

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

All documentation related to the investigation and discussions held in this process are considered confidential and are not to be revealed to or discussed by any participant with, persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with governmental authorities.

Within thirty (30) business days of receiving the written notice, the CEO shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation, determine the validity of the grievance and the appropriate resolution.

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

### **Appeal of Grievance**

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Chair of the Board of Trustees within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response. The appeal, in letter form, may be submitted to the CEO who will relay it to the Chair of the Board of Trustees.

Within twenty-one (21) days from receiving the written appeal, the Chair of the Board of Trustees will respond in writing to the appellant as to the action to be taken and the reasons therefor.

### **Prohibition Against Retaliation**

Ingenuity Prep pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Ingenuity Prep will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

## **X. CONTACT INFORMATION**

Aaron Cuny  
Co-Founder & CEO  
[acuny@ingenuityprep.org](mailto:acuny@ingenuityprep.org)  
(202) 562-0391

Will Stoetzer  
Co-Founder & COO  
[wstoetzer@ingenuityprep.org](mailto:wstoetzer@ingenuityprep.org)  
(202) 562-0391

Peter Winik  
Chair of the Board of Trustees  
[chair@ingenuityprep.org](mailto:chair@ingenuityprep.org)

**APPENDIX A  
DISCIPLINE TIERS**

See next page.



**INGENUITYPREP**

**Ladder of Consequences 2018-2019**

# Definitions of Disciplinary Responses



Term	Definition
Temporary removal of student from classroom	Removal from the student’s classroom for less than half of a school day, not to extend beyond the time of dismissal on the day of the disciplinary action. During any such removal, the student shall be supervised and provided with instructional materials.
In-school disciplinary action	Disciplinary actions such as after-school detention, loss of privileges (including recess), exclusion from extracurricular activities, written reflection, conflict resolution, meditation, or similar actions of short duration that do not result in the student’s loss of academic instruction time.
Short-term suspension	On-site or off-site suspension for one (1) to five (5) school days.
Long-term suspension	Suspension for five (5) to ninety (90) school days.
Expulsion	The denial of the right of a student to attend Ingenuity Prep, including all classes and school activities, for one calendar year.
Weapon	Include, but are not limited to: weapons enumerated in the DC Official Code 22-4514 (2001); firearms, knives, martial arts devices, bb gun, paintball gun, mace, pepper spray, tear gas, explosives, slingshot, bullets, chemical weapon, razorblade, razor, other weapons or instruments designed to be or commonly used as weapons (chains, clubs, knuckles, night sticks, pipes, studded bracelets) and others as listed in Chapter 25 of DCMR.

# Ladder of Consequences



Tier	General Behaviors with Codes	My Choices System	Staff Response
Tier 0	(Expectation was not clear and/or student was not set up for success)	NA	<b><u>Student stays in class</u></b>
	NA		The teacher should not consequence but <u>ALWAYS CORRECT</u> .
Tier 1	A1 - Failure to follow voice rules A2 - Disruptive/distracting behavior - minor A3 - Misuse of materials - minor A4 - Failure to follow directions - minor A5 - Failure to be ready at 0 on countdown A6 - Failure to stay redirect to Lead position	Check	<b><u>Student stays in class</u></b> -With Strong Voice, Emotional Constancy, and a Positive Frame, the teacher should <u>ALWAYS CONSEQUENCE (CHECK)</u> . -If student receives at least 3 checks in one block, color change down.
	<b><u>Student stays in class / Behavior Support Team referral if disruption is persistent</u></b> - <b>STAY</b> : If a student accumulates within one block 3-4 checks for the same or various Tier 1 behaviors, the teacher can have the student calm down and/or reflect in <u>SIT &amp; WATCH</u> . Student stays if subsequently meeting expectations. - <b>LEAVE</b> : If a student has received 3 checks after color change to red, student should be referred to behavior support for reset conversation (hallway with practice or full reflection in restart room at the discretion of BST)		
	*Repeated Tier 1 behaviors within one block	Check	
Tier 2	B1 - Disruptive/distracting behavior - moderate B2 - Misuse of materials - moderate B3 - Talking back B4 - Tantrumming - minor/moderate B5 - Verbal mistreatment of another person - minor B6 - Lying B7 - Running inside the building B8 - Conscious defiance - moderate	Color change	<b><u>Student stays in class</u></b> -With Strong Voice, Emotional Constancy, and a Positive Frame, the teacher should <u>ALWAYS CONSEQUENCE (CHECK)</u> . -If student receives at least 3 checks in one block, color change down. -The teacher will have the student calm down and/or reflect in <u>SIT &amp; WATCH</u> . Student stays if subsequently meeting expectations after no more than 2 minutes.
	<b><u>Student stays in class / Behavior Support Team referral if disruption is persistent</u></b> <b>STAY</b> : If a student repeats a Tier 2 behavior but responds appropriately to second color change and <u>SIT &amp; WATCH</u> (meeting expectations within 2 mins)		
	*Repeated Tier 2 behaviors within one block	Color change	<b><u>BST Referral</u></b> : If a student has a defiant response to a Tier 2 consequence, the student should be referred to Behavior Support for full reflection. -The teacher can text for behavior support, or if the teacher has capacity (i.e. not responsible for a group of students), the teacher can walk the student to behavior support.

Tier	General Behaviors with Codes	My Choices System	Staff Response
<b>Tier 3</b>	C1 - Leaving the classroom w/o permission C2 - Disruptive/distracting behavior - major C3 - Misuse of materials - major C4 - Conscious defiance - major C5 - Tantruming - major C6 - Running away from an adult C7 - Verbal mistreatment of person - major C8 - Physical mistreatment of person - moderate  *Repeated Tier 3 behaviors	<u><b>Color change to red</b></u>	<u><b>BST Referral</b></u>  -With Strong Voice, Emotional Constancy, and a Positive Frame, the teacher should <u>ALWAYS CONSEQUENCE.</u>  -The teacher can text for behavior support, or if the teacher has capacity (i.e. not responsible for a group of students), the teacher can walk the student to behavior support. In this scenario, a follow-up meeting with student and family will be scheduled prior to the student returning to class to debrief the challenge and plan for success.  Per the discretion of the Behavior Support Specialist, a student with multiple Tier 3 behaviors during one day may be sent home for the remainder of the day.
<b>Tier 4</b>	D1 - Destruction of important materials D2 - Physical mistreatment of another person - major D3 - Extended pattern of conscious defiance (over more than one day) D4 - Theft - major	<u><b>Color change to red (for day)</b></u>	<u><b>BST Referral</b></u> With Strong Voice and Emotional Constancy, the teacher should <u>ALWAYS CONSEQUENCE.</u>  1. The teacher should walk the child directly to behavior support staff. 2. Pending approval from school leadership, the child will earn an automatic suspension for the following day of school. In some cases, where repeated instances of Tier 4 behaviors may earn multiple day suspensions. In this scenario, a follow-up meeting with student and family will be scheduled prior to the student returning to class to debrief the challenge and plan for success.

## APPENDIX J – Discipline Of Students With Disabilities

### ***Purpose***

If a student violates the Ingenuity Prep Code of Student Conduct, before consequences or punishment are imposed, a school must consider whether the student has a disability evidenced by an IEP or 504 Plan. While all students may be disciplined, it is both illegal and unjust to punish a child when the offense is directly related to his disability or when the IEP or 504 Plan is not implemented.

### ***Legal Standard***

Disciplinary actions give students with disabilities extra legal protections when the discipline constitutes a change in placement. A “change in placement” is a legal term that applies to the following situations:

- A suspension or expulsion for more than 10 consecutive school days. If a student has transportation on his IEP, then bus suspensions are also counted.
- Suspensions that may total less than 10 cumulative school days in a school year may be a change in placement if they appear as part of a pattern of suspensions. A pattern of suspensions may be found if the student is suspended for behavior that is “substantially similar” to behavior for which the child has previously been suspended. Factors may include same type of behavior, same victim, same class, same day of the week or same time of day.

If the offense is a change in placement, the school team (including the parent) must advise parents in writing, provide a copy of the IDEA procedural safeguards, and hold a Manifestation Determination meeting to determine two issues:

- Was the student’s misconduct caused by or directly and substantially related to the student’s disability?
- Was the student’s misconduct a direct result of the school’s failure to follow the child’s IEP?

If the team answers yes to either question, then the student’s behavior is a manifestation of his/her disability. The student may not be suspended, expelled or transferred to a remedial disciplinary school as a punishment for misbehavior that is a manifestation of a disability. The team must conduct a functional behavioral assessment and create a behavior plan addressing ways that the school can help a student with a conduct issue. If the student already has a behavior plan, the plan must be reviewed and modified to address how the school can better assist the student with the conduct issue.

If all team members agree that the student’s conduct was not a manifestation of his disability, then the student may be subject to the same consequences as all students. If a parent disagrees with the team’s decision that the behavior was not a manifestation of the student’s disability, the parent may request a due process hearing to challenge this finding. If the Hearing Officer agrees with the parent, the student will remain in the school where the offense was committed unless the parent and the school agree otherwise. However, during the period of expulsion or transfer to an alternative placement or remedial

disciplinary setting, the student must continue to receive special education services prescribed by his IEP and a Behavior Plan must be created or revised to address the offending conduct.

If Ingenuity Prep orders a disciplinary removal that meets the definition of a change in placement, it must continue to make FAPE available to the student. This means that even if the child is suspended or expelled from a school, the LEA must ensure that the student continues to receive educational services.

***Emergency Circumstances Involving School Safety: Weapons, Drugs or Serious Injury***

If a student: possesses illegal drugs; is selling prescription drugs; carries a weapon; or causes serious bodily injury to another, either at school or during a school related activity, the school may immediately remove the student for up to 45 school days to an alternative or remedial disciplinary setting. To comply with the law, a 45 school day emergency removal for serious bodily injury must be serious, i.e., requiring medical treatment.

Because drugs, weapons and serious bodily injury are so dangerous to a safe school climate, a school may remove a student under these circumstances for 45 school days regardless of whether a child has mental retardation or even if the team believes that the behavior is a manifestation of the student's disability. During the 45 school-day period, the school must convene a manifestation determination meeting. If the school determines that the conduct is a manifestation, the school may have the child re-evaluated, create or revise an existing behavior plan, or hold an IEP meeting to consider a more intensive special education placement upon the expiration of the 45-day alternative placement or sooner. If all team members determine that the conduct was not a manifestation of the student's disability, then the 45 school day emergency placement may proceed to a disciplinary proceeding afforded to all students.

***Emergency Hearing/Dangerousness***

If a school has solid reasons to believe that keeping the student in his current school is "substantially likely to result in injury to the child or to others", the school should consult with the RTI Coordinator who may request an emergency hearing to ask a Hearing Officer to transfer the student to an alternative setting for up to 45 school days. Dangerousness may exist even if there is no Code of Conduct violation. It is a consideration based on serious safety concerns for the student and/or the school community.

***Notice to Parents***

Any time a student with an IEP or 504 plan is removed to an alternative or remedial disciplinary setting, the parent must be given a NOREP stating this decision and a copy of the procedural safeguards.

***Restraints***

Restraints are considered the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's body. Does not include briefly holding, without force, a student in order to calm or comfort him, guiding a student or eligible young child to an appropriate activity, or holding a student's or eligible young child's hand to safely escort him/her from one area to another. Excluded from this definition is hand-over-hand assistance with feeding or task

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- Suspensions constituting a pattern under §14.143(a) (relating to disciplinary placement);
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- Electric shock.
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Ingenuity Prep recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

### ***What May Be Grieved***

The Ingenuity Prep grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

### ***Who May Grieve***

The procedures set forth below may be used by grievants who are employees, students, parents, or visitors.

### ***Other Remedies***

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

### ***Informal Grievance***

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.



Because most difficulties can be resolved by communicating a concern to someone, grievants are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, the school principal, or the CEO.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

**Formal Grievance**

*Within ninety (90) days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with the school principal or with the CEO. The written notice shall identify the nature of the complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a student, the student and the legal guardian and/or parent shall sign and date the grievance. The principal and the CEO can be reached at the contact information provided below.*

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

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with, persons not directly involved with the complaint, with its investigation, or with the decision making process. This provision does not include discussions with governmental authorities.

Within thirty (30) business days of receiving the written notice, the CEO shall respond in writing to the grievant (the “Response”). The Response shall summarize the course of the investigation, determine the validity of the grievance and the appropriate resolution.

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

**Appeal of Grievance**

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Chair of the Board of Trustees within thirty (30) days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response. The appeal, in letter form, may be submitted to the CEO who will relay it to the Chair of the Board of Trustees.

Within twenty-one (21) days from receiving the written appeal, the Chair of the Board of Trustees will respond in writing to the appellant as to the action to be taken and the reasons therefor.



***Prohibition Against Retaliation***

Ingenuity Prep pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Ingenuity Prep will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.



**APPENDIX K – SY18-19 ACADEMIC CALENDAR**

Ingenuity Prep prepares students to succeed in college and beyond as impactful civic leaders.

# 2018-19 Academic Calendar



**INGENUITYPREP**

**(202) 562-0391**

[www.ingenuityprep.org](http://www.ingenuityprep.org)

## SY18-19 KEY DATES

**Aug. 9:** Back to School Night

**Aug. 13:** First day of school

**Aug. 14-17:** Culture Camp  
(Students dismissed at 1:00 p.m.)

**Sept. 3:** Labor Day

**Oct. 8:** Indigenous People's Day

**Nov. 12:** Veterans Day

**Nov. 19-23:** Fall Break

**Dec. 21-Jan. 2:** Winter Break

**Jan. 21:** MLK Jr. Day

**Feb. 18:** Presidents Day

**Apr. 15-Apr. 22:** Spring Break

**May 13-31:** PARCC Testing  
(3rd-5th Grade only)

**May 27:** Memorial Day

**June 5:** Last day of school

Ingenuity Prep  
prepares students to  
succeed in college and  
beyond as impactful  
civic leaders.

### AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### SEPTEMBER 2018

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### OCTOBER 2018

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### NOVEMBER 2018

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

### DECEMBER 2018

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23	24	25	26	27	28	29
30	31					

### JANUARY 2019

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### FEBRUARY 2019

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23	24	25	26	27	28	

### MARCH 2019

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24	25	26	27	28	29	30
31						

### APRIL 2019

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26	27	28	29	30		

### MAY 2019

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19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE 2019

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



First Day of School



Culture Camp – Students dismissed at 1:00 p.m.



PD Day for staff – No school for students



Field Trip Day – Students dismissed at 1:00 p.m.



D.C./Federal Holiday – No school for students or teachers



Family Teacher Conferences – Students dismissed at 1:00 p.m.



School Break – No school for students or teachers



Last Day of School for Students – Students dismissed at 1:00 p.m.

## DAILY SCHEDULE

M-Th: 8:00 a.m. - 4:10 p.m.

F: 8:00 a.m. - 1:00 p.m.



## APPENDIX L - INGENUITY PREP UNIFORM GUIDE

### School Year 2018-19

It is the expectation that all students come to school in *full uniform* each day. Any student not in *full uniform* will not be allowed to stay at school. Why do we take uniforms so seriously?

- **Uniforms unite us.** We believe uniforms unite us as a community, serving as a visual reminder that we have a shared mission - to prepare students to be successful in college and beyond as impactful civic leaders.
- **Uniforms reduce distractions and clothing competition.** Uniforms reduce the likelihood that any student will be disparaged, stigmatized, or made to feel bad about his/her clothes.
- **Uniforms look professional.** When our students are well-dressed in sharp uniforms, they signal to the world that they are serious about their education - and serious about becoming strong civic leaders.

### GUIDELINES

#### Uniform Shirts

- Students must wear official, Ingenuity Prep-branded short-sleeve or long-sleeve Polo shirt.
- Shirts should be tucked in at all times.

#### Undergarment Shirts

- Students may wear white, black, or navy blue undershirts.
- Long-sleeve undershirts should be worn under long-sleeve uniform shirts only. If a student is wearing a short-sleeve uniform shirt, they may not wear a long-sleeve undershirt.

#### Outerwear for Colder Weather

- Students may wear the official, Ingenuity Prep-branded cardigan or fleece.
- Students may also solid, navy blue, non-Ingenuity Prep branded outerwear such as cardigans, sweaters, or vests.

#### Uniform Bottoms

- All students have the option of choosing from among the following uniform bottoms: pants, shorts, skirts, skorts, or dresses.
- Uniform bottoms must be a solid khaki/tan color.

- Pants
  - If pants have belt loops, we recommend students wear a solid black/brown belt.
  - Pants should not be baggy or multi-pocketed. No cargo pants.
- Shorts
  - Very loose or baggy shorts are not acceptable.
  - Shorts should be no shorter than 1 inch above the knee and no longer than knee-length.
- Skirt, Skorts, and Dresses
  - Instead of pants, students may choose to wear knee-length skirts/skorts or longer dresses.
  - Bloomers must be worn under skirts.

### Shoes

- Students must wear closed-toed shoes. Sandals are not allowed. Tennis shoes, flats, and ankle-height boots are allowed.
- Shoes with distracting accessories, such as light-up soles, wings, fringe, fur, etc., are not allowed.
- Taller boots are allowed when worn with pants and the pants cover the boots.
- Whenever possible, it is preferred that shoes are solid-colored navy, brown, or black - with no stripes that are a different color than the shoe.

### Socks and Tights

- Socks should be solid-colored navy blue, black, or white.
- Tights should be solid-colored navy blue, black, or white.

### Jewelry

- Stud earrings are the only allowable jewelry.
- Students should not wear hoop earrings, rings, bracelets, or necklaces (even under clothing). It is the consensus of the teachers that these items regularly distract students from their learning.

### Hair Accessories

- We ask that students not wear large bows or other hair accessories that can become distracting.
- Hair beads are acceptable, with no color restriction.



### **Make-Up**

- Make-up is not allowed at school. Lip-gloss is not allowed, as it can become a distraction to student learning.
- Students may use non-colored Chapstick or other non-glossy lip moisturizers.

### **Bathroom Accidents**

- Students in PreK through Kindergarten should have a spare change of clothes at school to access in the case of a bathroom accident. If a student does not have a spare change of clothes, parents will be asked to come to school with a spare change of clothes.
- It is preferred but not required that students' spare change of clothes be an Ingenuity Prep uniform. This helps minimize the extent to which students who have had accidents "stand out" from their peers.
- Students can change into a non-Ingenuity Prep uniform. If this is the case, the spare change of clothes should include a solid navy, brown, or black shirt and pants/skirt/skort/dress.

### **Field Trips**

- Because field trips are an opportunity for students to represent Ingenuity Prep in public, the school has decided that, going forward, students will wear their Ingenuity Prep uniform short and may wear trip-appropriate bottoms and shoes. All shoes should be closed-toe.
- School administrators may authorize exceptions if a field trip involves physical activity that could significantly dirty uniforms.

In the event that a uniform-related issue arises, Ingenuity Prep is solely responsible for making all determinations as to whether a clothing article or accessory adheres to the Uniform Guidelines. We reserve the right to make any changes to the Uniform Guidelines and the related consequences, as we determine is necessary, at any time.



## APPENDIX M – USDA NONDISCRIMINATION POLICY

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.



**APPENDIX N – AppleTree Institute Statement of Participation  
(PreK Only)**

Your child's school is in partnership with AppleTree Institute. As part of the regular program, your child's teachers will assess your child's academic and social skills. AppleTree Institute reviews the data internally and with your child's teacher to improve instruction. De-identified data are also shared with staff, consultants, educators, and in educational reports. Within this partnership, AppleTree Institute reserves the right to photograph/videotape students, faculty, staff and facilities in connection with the activities of the school and to reproduce such images to promote, publicize, or explain the school or its activities. These images may appear in any of a variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/on-line media. Parents who do not wish to have their child included in the above coverage should inform the principal in writing.

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