

Friendship PCS Student Code of Conduct

Discipline Policy

This policy is designed to address conduct that might reasonably lead the school to forecast substantial disruption of or material interference with school activities, undermine the school's basic educational mission or interfere with the rights of others. Students are expected to recognize that their conduct, especially while wearing the school uniform, should reflect the core principles of Friendship Public Charter School.

The following are details regarding when the policy applies, what disciplinary action may be taken for violating the policy, what the list of infractions are and other school policies parents must review with their children.

Jurisdiction

The provisions of this Code of Conduct are to control, regulate or establish standards for the actions, behavior or activities of students at Friendship. Provisions are enforceable by school authorities during regularly scheduled school hours, as well as other times and places, including, but not limited to the following:

When a student is on or off school grounds participating in or attending any function or activity (including, but not limited to, the regular school day, extended learning, extra-curricular activities, field trips or class trips) sponsored or funded by Friendship Public Charter School; and/or occurs on public or private transportation (including, but not limited to public transportation such as WMATA, or private transportation such as rideshare, chartered bus/van, personal vehicles, or OSSE DOT vehicles), in which the misconduct directly affects the good order and efficient management of the school day or activity, and/or the physical, social or emotional welfare of other students (including but not limited to bullying and cyberbullying).

Alternate Instruction

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

Behavioral Guidance

The purpose of the behavioral guidance document is to provide teachers and administrators with direction when determining the appropriate tier of interventions and/or responses to address student behaviors.

TIER 1

BEHAVIORIAL GUIDANCE: Appropriate when the behavior is a minor infraction and the student has had no prior incidents.

RESPONSES:

Teacher interventions – These interventions aim to correct behavior so students can learn and demonstrate safe and respectful actions. Teachers are encouraged to implement a variety of teaching and classroom management strategies. Strategies and interventions may be elevated to an administrative response if the teacher is unable to address the behaviors.

POSSIBLE INTERVENTIONS/CONSEQUENCES:

- Contact parent
- Teacher provides verbal redirection
- Student is required to write a reflection or apology
- Teacher initiates a seat change
- Teacher requests conference with Parent/ Guardian
- Teacher reviews expected behavior and the Classroom system of positive reinforcement with Student
- Teacher / Student conference

TIER 2

BEHAVIORIAL GUIDANCE: Appropriate when supports have been put in place in the classroom and/or school community to address behavior, but the behavior has continued to negatively influence the learning of the student and others.

RESPONSES: Administrator interventions and responses – These interventions shall involve the school administrators who aim to correct behavior by stressing the negative impact of the behavior while keeping the student in school.

Tier 2 behaviors result in school-based and administrative intervention responses. These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

POSSIBLE INTERVENTIONS/CONSEQUENCES:

In addition to the interventions listed under Tier 1, the following may be appropriate:

- Loss of privileges
- Behavior contracts
- Detention (before or after school) with parent or guardian consent
- Conflict resolution by a trained staff member
- Student discussion with appropriate administrator
- Assignment of work projects
- Mentoring
- Referral to substance abuse counseling
- Implementation of de-escalation strategies (i.e., mindfulness, reflection break, relaxation techniques, peace corner)
- Restorative approaches and/or restorative circles

NOTE: If the student has had two or more Tier 1 or 2 behaviors, the teacher/school staff is required to make a mandatory referral to the Student Support Team or if the student has a 504 or IEP, the student's 504 team or IEP team must be notified and included in the behavioral interventions. The 504/IEP team should consider counseling and/or a Functional Behavior Assessment and Behavioral Intervention Plan.

TIER 3

BEHAVIORIAL GUIDANCE: Appropriate when the seriousness of the behavior has a negative impact on the school community or when previously documented interventions and supports have been put in place but the behavior is continuing or escalating.

RESPONSES: Administrator interventions and/or disciplinary responses – These interventions address behaviors not specifically enumerated in any other tier that cause disruption to the academic environment or harm (physical or emotional) to self and/or others.

In addition to lesser consequences, Tier 3 behaviors may result in an on-site suspension. These interventions shall involve school administrators and support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

POSSIBLE INTERVENTIONS/CONSEQUENCES: These interventions often involve support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

In addition to the interventions listed in Tier 1 and Tier 2, the following intervention may be implemented.

In addition to all above interventions listed under Tier 1 and Tier 2 the following may also be appropriate:

- Temporary Removal of Student from Classroom
- Referral to an appropriate community organization (e.g. outside counseling, mentoring programs)
- Grade reduction for academic dishonesty
- On-site Short-Term Suspension with provision of appropriate intervention services
K-5: 1-3 days, 6-12: 1-5 days

NOTE: If the student has had two or more Tier 2 or 3 behaviors, the teacher/school staff is required to make a mandatory referral to the Student Support Team or if the student has a 504 or IEP, the student's 504 team or IEP team must be notified and included in the behavioral interventions. The 504/IEP team should consider counseling and/or a Functional Behavior Assessment and Behavioral Intervention Plan.

TIER 4

BEHAVIORIAL GUIDANCE: Appropriate when the impact on the school community seriously disrupts the educational process and/or when documented interventions and supports have been put in place but the behavior continues to escalate and disrupt the educational process.

RESPONSES: Administrator interventions and/or disciplinary responses – These interventions address behaviors not specifically enumerated in any other tier in this policy that cause serious disruption to the school operation, destroy school property, or cause harm to self or others.

Tier 4 behaviors result in school-based and administrative disciplinary responses that can include an off-site suspension. These interventions shall involve school administrators and support staff, both school-based and within the broader community, and aim to engage the student's support system to ensure successful learning and consistency of interventions and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

POSSIBLE INTERVENTIONS/CONSEQUENCES:

In addition to the interventions listed above in Tier 1, 2 or 3, the following interventions may be implemented.

- Off-site Short-Term Suspension*, except in response to unexcused tardiness or absence
 - K-5: 1-5 days in limited circumstances
 - 6-12: 1-10 days

NOTE: If the student has had two or more Tier 2, 3 or 4 behaviors, the teacher/school staff is required to make a mandatory referral to the Student Support Team or if the student has a 504 or IEP, the student's 504 team or IEP team must be notified and included in the behavioral interventions. The 504/IEP team should consider counseling and/or a Functional Behavior Assessment and Behavioral Intervention Plan.

TIER 5

BEHAVIORIAL GUIDANCE: May be appropriate when behavior presents an imminent threat of serious harm to the school community, or when the student has engaged in chronic and extreme disruption of the educational process. This includes acts that are illegal, cause significant disruption to the school operation, or cause substantial harm to self or others.

RESPONSES: These intervention shall involve the removal of a student from the school environment because of the severity of the behavior. This may involve the placement of the student in an alternative environment that provides additional structure to address the behavior. These interventions focus on maintaining the safety of the school community and ending behavior that is harmful to the student or others. The duration of an extended suspension, expulsion, or alternative placement will be limited to the least amount of time necessary to adequately address the behavior.

POSSIBLE INTERVENTIONS/CONSEQUENCES:

In addition to any other interventions listed above in Tier 1, 2, 3 or 4:

- Expulsion

NOTE: A student's failure to adhere to mutually agreed upon expectations after an expulsion recommendation has been rescinded will result in the reinstatement of the original expulsion recommendation. This can result in additional disciplinary action that includes expulsion.

Permitted Exclusionary Times for Disciplinary Actions

Suspension Day Limitations by Grade Level

GRADE	Maximum Out-of-School Suspension Length (Individual Incident)	Maximum Cumulative Out-of-School Suspension Days During Academic Year*
K-5	5 Consecutive Days.- (See note below for K-5 students)	20 days
6th-8th	10 consecutive days	20 days
9th-12th	10 consecutive days	20 days
Tiers	Grades K-5	Grades 6-12
Tier I	Suspension Not Permitted	Suspension Not Permitted
Tier II	Suspension Not Permitted	Suspension Not Permitted
Tier III	In-School Suspensions 1-3 days	In-School Suspensions 1-5 days
Tier IV	Out-of-school suspensions of 1-5 days. *See Note below	Out-of-school suspensions of 1-10 days
Tier V	Recommendation for Expulsion	Recommendation for Expulsion

NOTE:

1. For student grades K-5, school administrator must provide evidence that, consistent with school policy, student willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person.
2. No student in Pk3-Pk4 shall receive an out of school suspension.
3. For suspensions that exceed 20 days in an academic year, the CEO, or her designee, must provide a written justification to the student and parent describing why exceeding the 20-day limit is a more appropriate disciplinary action than alternative responses. If the student’s conduct necessitated an emergency removal, the CEO or her designee must provide a written justification for the emergency removal to the student and parent.

Code	Inappropriate behavior	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Police Informed
201	Absences						
201A	Tardies	●					
201B	Unexcused absence from school	●					
201C	Persistent or excessive absences from school	●	●				
201D	Habitual truancy (i.e., unlawfully absent from school for a number of days in excess of 5 days in any quarter, 10 days in any semester, or 20 days in a school year)	●	●				
202	Academic Dishonesty						
202A	Cheating, plagiarizing, etc.	●	●				
202B	Using or allowing access to another student's virtual account to engage in any behavior that is not school sanctioned	●	●	●	●	●	
204	Dress Code						
204	Violating uniform policy	●	●				
301	Activation of False Alarm / Bomb Threat						
301	Student threatens, attempts or willfully activates a false alarm or makes a bomb threat		●	●	●	●	●
301	Defiance of Authority and/or Insubordination						
301A	Failure to respond to school staff questions or requests	●	●	●	●		
302B	Willful and/or purposeful violation of general Health and Safety Guidelines (including but not limited to Covid-19 Health and Safety standards)	●	●	●	●		
302	Forgery/False Information 302						
302A	Forges, alters, destroys or fabricates any document or item	●	●	●	●		
302B	Lying, misleading, or giving false information to school staff	●	●	●	●		
303	Gambling 303						
303	Requires the use of money or exchangeable goods	●	●	●	●	●	
401	Inappropriate Use of Technology 401						
401A	A Use of computers, fax machines, phones, etc. without permission.	●	●	●			
401B	Use of portable electronic communication devices, electronic game devices, and other similar items, at unauthorized times	●	●	●			
401C	Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages	●	●	●			
401D	Using portable electronic communication devices to take, share, record, and/ or publish inappropriate pictures, videos, or recordings taken on school grounds, including fights or other disturbances		●	●	●	●	
401E	Cyber Harassing a student while using the Friendship technology and/ or networking (including but not limited to social media, emails, direct message, etc.)		●	●	●	●	
401F	Use of a Friendship PCS device and/or network in a non-school sanctioned manner	●	●	●	●	●	

Code	Inappropriate behavior	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Police Informed
402	Threatening						
402A	Threatening or aggressive language or gestures directed toward staff, another adult and/or student		●	●	●		
402B	Persistent threatening or aggressive language or gestures directed toward staff, another adult and/or student			●	●	●	
403	Trespassing						
403	Breaking and entering			●	●	●	●
404	Documented Pattern of Persistent Violations						
404A	Three or more Tier 2 violations in a semester (excluding uniform and/or attendance violations)			●			
404B	Three or more Tier 3 violations in a semester (excluding uniform and/or attendance violations)				●		
501	Attacks on another person						
501	Student threatens, attempts or willfully caused bodily injury or emotional distress to another student		●	●	●	●	
501	Disrespectful Behavior						
501A	Making inappropriate gestures, symbols, or comments, or using profane or offensive language	●	●	●			
501B	Using verbal insults or put-downs	●	●	●			
502	Fighting						
502A	Student threatens, attempts or willfully caused bodily injury or emotional distress to another.		●	●	●	●	
502B	Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance that threatens, attempts or willfully causes bodily injury or emotional distress to another person		●	●	●	●	
602	Coercion/Inciting Violation of Discipline Policy						
602A	Student who causes a large disruption to the atmosphere of order and discipline in the school that is necessary for effective learning and directly affects the safety of others and results in others sustaining physical injuries		●	●	●	●	●
602B	Using an electronic device to send incendiary texts or social media messages, or to bring others to initiate or engage in a disturbance that threatens, attempts or willfully causes bodily injury or emotional distress to another student		●	●	●	●	
603	Destruction of Property/Vandalism						
603A	Minor or accidental damage	●	●				
603B	Intentional damage to another person's or school property		●	●	●	●	
604	Harassment 604						
604	Student who engages in harassment (e.g., persistent or long-term harassment that threatens or seriously intimidates another person, or adversely affects another person's ability to participate in or benefit from a school's educational or curricular program or perform their job		●	●	●	●	●

Code	Inappropriate behavior	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Police Informed
605	Possession of Controlled or Uncontrolled Substance 605						
605A	Under the influence	●	●	●			
605B	Using or possessing a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school.	●	●	●	●		
605C	Distributing or selling a controlled or uncontrolled substance at school or in instances within the jurisdiction of the school	●	●	●	●	●	
	NOTE: Brings, possesses, uses, sells or distributes a controlled or uncontrolled substance, including but not limited to tobacco products, alcohol, drug paraphernalia (i.e. roach clips, bong, rolling papers etc.) and/or prescription drugs that have not been specifically prescribed to the individual in possession of or using and/or have not been checked in with the school nurse.						
606	Possession of Dangerous Objects Not For Any Reasonable Use to Student At School 606						
606A	Brings, possesses, and/or uses a weapon, incendiary (matches or lighter), explosive or other object that is readily dangerous or can be used as a weapon and is not of any reasonable use to the student at school.	●	●	●	●	●	●
	Mandatory referral to the police or juvenile system for any student who brings or possesses a gun at school (must be expelled for no less than one [1] calendar year under Federal Gun Free Schools Act)						
606B	Brandishing a gun, knife or anything resembling thereof while in a Friendship PCS sponsored virtual learning space.		●	●	●	●	●
607	Robbery/Theft 607						
607	Taking money or property from another by force or intimidation		●	●	●	●	●
701	Sexually Based Infraction 701						
701A	A Student who engages in sexual harassment of another (e.g., unwelcome sexual advances; request for sexual favors; other inappropriate verbal, written, or physical conduct of a sexual nature).		●	●	●	●	
701B	Student who engages in sexual activity or sexual misconduct (e.g., indecent exposure, engaging in sexual activity, etc.)		●	●	●	●	●
701C	Forced sexual act					●	●
701D	Using Friendship technology and/or network to share, record or display inappropriate sexually based content.		●	●	●	●	●
801	Bullying, Including Cyberbullying and Gang-Related Incidents						
801	Student who bullies another student		●	●	●	●	
	NOTE: Refer to the Bullying Definition and investigative process outlined in the Friendship PCS Bullying Policy. This policy can be located on the school web- site at www.friendshipschools.org (in the School Policies section). Reports of bullying may be made by mail to Friendship PCS Office of Operations, 1400 First Street NW, Suite 300, Washington, DC 20001, by phone to (202) 281-1700 or by email to friend@friendshipschools.org .						