IDEA policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.
Administrative Policies

STUDENT ATTENDANCE POLICIES

Under District of Columbia law, attendance is mandatory.
Daily attendance is critical for student achievement. It is vital that students are present and on time daily. An absence is defined as attending less than 80% of a school day.

In Person and Individualized Virtual Attendance
1. Under IDEA’s provisions for on-going pandemic considerations, all students are expected to attend school every day, regardless of whether that learning is virtual or in-person.
2. All students must be on-time for their in-person classes and will be marked tardy if they arrive after class begins.
3. Students may complete their virtual work at any time during each day and will not be considered tardy at any time during that school day.

Virtual Learning
1. In order to be counted as present, all students must check in with their homeroom advisor daily, through email, text, chat, phone, or video call.
2. In order to be counted as present, all students are required to use their ID numbers to swipe from their Chromebooks. Instructions for this process will be provided and live assistance will be available from the attendance team until the student understands the process.
3. Students whose names do not come up when typing their ID number in swipe WILL need to check in with their den leader or run the risk of being marked absent for that day of virtual learning.

In-Person Learning
1. All students must attend all scheduled in-person, on-site classes as indicated on their class schedules.
2. All students must arrive at school on time every day that they are scheduled for on-site, in-person learning.
3. “On time” is defined as the student being seated and ready to begin class at the official beginning of class.

Tardy Arrival Procedures
1. Any student scheduled for in-person classes, who is not in the building by the official beginning of that school day—whether it is a full day, a morning session, or an afternoon session—will be considered tardy.

2. Students who are not seated and ready to begin class at the official start time of the class are considered tardy.

3. Students scheduled for in-person classes arriving after 10:00 am must report to the main office to obtain a tardy pass. A phone call will be made upon the student’s arrival to alert parents about the student’s tardiness.

4. If a student is late to class and does not have a pass, they will not be admitted into class until they produce a pass. Students must report to a dean or administrator to obtain an unexcused tardy pass.

5. Students who are repeatedly tardy to school (more than 30 minutes) may be issued consequences, including after-school reflection\(^1\), Saturday detention\(^1\), student/parent conference, or placement on an attendance contract.

6. If a student is late to class three or more times in one day, their parents will be called to notify them.

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**Early Dismissal Procedures**

In the rare event that a student needs an early dismissal, the following procedures must be followed:

1. Advance notice is mandatory.
2. Notice must be received no later than 9 AM on the day of the early dismissal.
3. Phone calls will **not** be accepted as dismissal requests (unless emergency).
4. The note must contain the reason for the early departure, the student’s name, the phone number where the parent can be contacted for verification, and the signature of the parent.
5. The attendance office must verify by phone all early departure requests.
6. If parents do not send in a note and confirm the request via telephone, they must either come into the main office to sign the student out of school or teleconference with the attendance counselor to confirm the request.
7. No student will be dismissed without verification.
8. Unless prior arrangements have been made, only legal guardians, parents and/or emergency contacts may sign a student out of school.
9. Students must report to the main office to sign out and pick up dismissal pass.
10. There will be no early dismissals within the half hour before the official dismissal time.
11. All students must sign out in the main office before leaving the school building for early dismissal.

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\(^1\) Once full-time, on-campus learning is resumed

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What is Considered an **Excused** Absence?
- Death in the student’s immediate family (documentation required, such as a funeral program)
- Illness of the student (a doctor’s note is required for more than three consecutive days)
- Observance of a religious holiday
- Family emergency
- (Out-of-school suspension or in-school suspension)
- Other absences approved in advance by the IDEA administration upon the written request of a parent or guardian.

What is Considered an **Unexcused** Absence?
- An absence is unexcused when a student fails to attend school and does not have a valid excuse. Parental approval for any of these absences does not excuse the absence. Here are some examples of unexcused absences:
  - Lengthy vacations
  - No clean uniform
  - Oversleeping
  - Child care for siblings or other children
  - Skipping school
  - Student employment or related absences.

*All absences excused/unexcused absences count towards chronic absenteeism.*

**Turning in Documentation After Absence**
- Within five (5) days after an absence, students must submit a note to the attendance counselor/main office which includes the date(s) of absence, the reason for the absence, and any required documentation.
- An original doctor’s note must be provided for medical appointments scheduled during the school day.
- An original doctor’s note must be provided for absences due to illness totaling three or more days.

**Truancy**
Truancy is the willful absence from school by a minor (5–18 years of age) with or without a parent or guardian’s approval, knowledge, or consent. A truant is defined as any student who accumulates 10 or more unexcused absences in one school year.
A student is also considered truant if they:

- Leave school without permission
- Attend school, but are absent from class without permission (skip class)
- Obtain an early release pass but do not report to the designated location

**What Are the Consequences of Truancy to Parents?**

Parents/guardians who fail to have their children attend school are subject to the following consequences:

“The absence of a child without a valid excuse (unexcused absence) is unlawful, and a parent/guardian of such a child is guilty of a misdemeanor.” (D.C. Code §38-203(c)(1) & (d))

**Actions to Expect from IDEA After an Absence**

- Daily phone calls will be made to the guardians of every student marked absent from school for the day (in-person) or for the previous day (virtual).
- Daily alerts will be sent from PowerSchool to all students absent that day (in-person) or the previous day (virtual).
- After two (2) days of absence, the attendance team will conduct a virtual student conference.
- After three (3) days of absence, the attendance team will request a virtual parent conference.
- After four (4) days of absence, the attendance team will issue a warning letter.
- After five (5) days of absence, the attendance team will request a virtual home visit for which the student and the guardian both must be present.
- After six (6) days of absence, the attendance team will submit a referral to the Student Support Team, if additional services are deemed necessary.
- After eight (8) days of absence, the attendance team will issue a second warning letter.
- After ten (10) days of absence, the attendance team will issue an MPD letter (non-consecutive absences)
- After ten consecutive unexcused absences, the student and family will be referred to Child Protective Services (CPS).
- After fifteen unexcused absences, as mandated by DC law, the student will be referred to Truancy Court.
- After twenty consecutive unexcused absences, the student will be removed from the IDEA enrollment roster. *Students who are unenrolled due to truancy will not be eligible to return to IDEA.*

**How Can Families Help Support Their Students for Consistent and On-time Attendance?**

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• Frequently discuss your student’s college or career goals with them. Connect that to their classes in school. Do they like drawing and want to be an architect? Do they love math and want to be an engineer? Help them identify what subjects they enjoy and what jobs are related to it?
• Help them identify what they would like to be doing ten years in the future. Engage with your student about the importance of education in helping them reach their goals.
• Have frequent and ongoing conversations with your student about their learning experiences online and in the classroom to be sure the individualized, hybrid format is working for them. Get their feedback on what areas they are struggling with and loop IDEA in for help.
• If your student has responsibilities caring for siblings or working a part-time job, ensure that adequate time is established and prioritized for their school work.
• Make sure any technology issues your student may have are quickly addressed or brought to the attention of their teachers.
• Encourage good sleeping and eating habits.
• Work with your student to come up with a consistent morning routine that includes plenty of time to get ready for school—virtually or in person.
• On in-person days, leave extra time for transportation issues, like metro delays and traffic.
• On in-person days, make sure your student arrives at school at least 15 minutes before class starts, whether for a full day or a half day.
• If possible, schedule medical and dental appointments outside of normal school hours.

SCHOOL OPERATIONS

Building Hours
The building opens at 8:00 am and closes at 5:00 pm.

Closings and Delays
IDEA follows DC Public School for all closings and delays.

All communications regarding any closures will be provided via phone, text, and/or email and updated on our school calendar on our IDEA home page and social media sites ASAP. You can also note updates through the following avenues:

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Technology and Electronic Devices

Chromebooks available for all students. Students are permitted to bring electronic devices to school. They are only permitted to use them in designated locations during morning arrival and lunch, and are encouraged to store them in their lockers or in the classroom storing station for the rest of the day/class. Phones must be on silent and out of sight during instructional time unless approved by the teacher.

Cell Phone User Agreement

**Purpose:** IDEA PCS uses instructional technology as one way of supporting our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to be proactive with today’s growing social and interactive technology trends, it is our hope that this new policy will increase awareness and training while putting into practice social and professional etiquette relating to electronic devices. IDEA will allow **cell phones** to be used for **instructional purposes, and during breakfast and lunch periods only!** Students in possession of a cell phone must comply with the Cell Phone Policy / IDEA Acceptable Use Agreement. Parents are to call the main office in the event they need to make contact with their scholar.

**Cyber Safety**

We will review cyber-safety rules with students frequently throughout the course of the school year and offer reminders and reinforcement about safe cell phone behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices. The use of a cell phone is not a right but a privilege. When abused, privileges will be withdrawn.

**Violating the established policy will result in the following:**

- **First offense:** Student will be asked to place device in charging station for the remainder of the class.
- **Second offense:** Phone surrendered until the end of the day, secured by Dean
- **Third offense:** Parent notification, possibly ending in a Cell Phone Contract.
- Any further infractions will result in the student not being allowed to have a cell phone on school grounds during the school day. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

Students who are in possession of cell phones must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy, and all policies, particularly Internet Acceptable Use.

Students may not use their cell phone during instructional time unless otherwise given permission by the teacher. This includes teacher assistants and students who are in the hallways or in the restrooms during instructional time. Instructional time is defined as the time from

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last tone of one tardy bell to the first tone of the dismissal bell. Each teacher has the discretion to allow and regulate the use of cell phones in the classroom and on specific projects.

Seniors who have early dismissal may not use their cell phones during instructional time. They must wait until they exit the building to access their cell phone.

Approved cell phones must ALWAYS be in silent mode while on school campus, unless otherwise allowed by a teacher. Headphones may be used with teacher permission.

**Students may not use cell phones to bully or to post derogatory statements about students, faculty, or staff via text message or any social media site or app. (Cyber bullying)**

Students who need to leave early for appointments or illness must check out through the attendance office or nurse’s office. *Students cannot just call or text home and leave.*

A student who has a phone confiscated may not use another student’s cell phone.

**Guideline Infractions**

*The following are considered more serious offenses/infractions and will be referred directly to the administration to be reviewed:*

Cell phones may not be used to assist any student on assignments, quizzes, or tests without teacher approval.

**Students and Parents and Guardians acknowledge that:**

The school’s network filters will NOT be applied to a device’s connection to the internet. Therefore, any student who accesses websites that are prohibited by IDEA Acceptable Use Agreement or Student Handbook will be subject to discipline.

IDEA PCS is authorized to collect and examine any device that is suspected of causing technology problems or was the source of an attack or virus infection.

**Students are prohibited from:**

- Bringing a cell phone or any other devices on premises that infects the network with anything designed to damage, alter, destroy, or provide access to unauthorized data or information.
- Processing or accessing information on school property related to hacking, altering, or bypassing network security policies.
- Printing from cell phones at school.

**Lost, Stolen, or Damaged Devices**

Each student is responsible for his or her own cell phone and should use it responsibly and appropriately. IDEA takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school employees will help students identify how
to keep personal devices secure, students will have the final responsibility for securing their cell phones. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.

Usage Charges
IDEA is not responsible for any possible device charges (e.g. apps a student downloads during class) to your account that might be incurred during approved school-related use.

School administration may view the contents of any device believed to be used in an inappropriate manner that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

Network Considerations
Users should strive to maintain appropriate bandwidth for school-related work and communications. All users will use the IDEA wireless network to access the internet. IDEA does not guarantee connectivity or the quality of the connection with personal devices. IDEA is not responsible for maintaining or troubleshooting student electronic devices.

Any violation is unethical and may result in the loss of network and/or cell phone privileges as well as other disciplinary action. During the course of the school year, additional rules regarding the use of personal devices may be added or modified.

Emergency Contact Information
All students must have Emergency Contact Information on file, listing the names and phone numbers of any adults (over age 18) who may be contacted in the case of an emergency. It is the parent or guardian’s responsibility to keep this information accurate and current. Students will not be released to any individual not listed on the Emergency Contact Information. The primary parent or guardian must make changes and/or updates to the Emergency Contact Information in writing. Verbal changes will not be accepted.

If the school is unable to establish contact with a student’s parent or guardian after multiple attempts, additional steps may be taken including conducting a home visit (announced and unannounced) and contacting authorities.

Evacuation
Familiarize yourself with the location of fire extinguishers and fire alarm manual pull stations.
1. Know the location of the exits.
2. Recognize the sound of the fire alarm.
3. Know how to activate the fire alarm at pull stations.
4. Proceed directly to the designated exit whenever the firm alarm is heard.
5. Staff should grab their attendance royster and flip chart
6. Students and staff should exit building in a quiet but orderly manner

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What To Do If You Discover a Fire

Stay calm; crawl low in smoke, since the air is easier to breathe near the floor.
Pull the nearest fire alarm or contact 911

If trapped in a room:
- Close all doors between you and the smoke
- Seal the cracks around the doors and vents.
- Signal at the window to rescue personnel.
- If there is a phone in the room, give the fire department your exact location, even if they are on the scene.

Evacuation of the complex should begin immediately when an alarm sounds. In addition, designated persons may initiate evacuation in response to other emergency situations.

In the event of a fire emergency and a faculty and/or staff member discovers smoke, they are expected to activate the building fire alarm system. The fire alarms in the cafeteria and in the hallway immediately next to the elevator ring continuously to indicate that the alarm has been triggered. Evacuation should continue even if the ringing ceases. **All occupants must evacuate upon initiation of the fire alarm bells.** Re-entry into the building will only be allowed after the evacuation is complete and cleared by Metropolitan Fire and Rescue Squad.

If the **fire alarm is not operable**, such as in the event of an explosion or gas leak, the security guards, administration and staff will be deployed to all areas of the building to evacuate students, faculty and remaining staff.

If an evacuation is called for due to a bomb threat or suspicious package, the method and extent of evacuation will be determined on a case by case basis. **However, use of fire alarms, radios, and telephones for evacuation notification should be avoided.**

Once the emergency situation has been resolved, an **ALL CLEAR** will be issued by the Metropolitan Fire and Rescue Squad, security guard and students and staff may return to the building. Then students will be dismissed only after the school has received clearance by the Fire Department.

**IDEA FIRE PLAN**

1. Follow the **EXIT PLAN AND MAP** posted at the door of each classroom.
2. **LISTEN** to Teacher and/or IDEA Staff instructions.
3. Grab a coat if it is in your immediate vicinity and the weather absolutely requires it, but do not attempt to retrieve a coat, hat, or other belongings from another area. No staff/students should go to their lockers.
4. Exit the classroom quietly and orderly and exit through the assigned stairwells and doors, depending on the instructions in the classroom/office’s Exit Plan and Map.
5. Do not take shortcuts or shove or push other occupants.
6. Walk closely to the wall to leave a passageway for emergency personnel.
7. **Do not use elevators!**
8. Continue down the stairs in single-file (please follow map of exit way for each classroom).

9. Once outside, proceed to the designated area.

10. IDEA administration will supervisor and monitor IDEA students during evacuation. **11**. The Attendance Monitor and Security Team Members will check with each teacher to determine if any students are missing. **It is crucial that students stay with their teachers, in an orderly manner, until the check is completed. We will assume that students not accounted for are still inside the building.** Head count for all the students will be taken outside for compliance check.

12. When the Metropolitan Fire Rescue, principal and/or vice principal give the **ALL CLEAR** signal, students will proceed back to class through the main entrance (assigned staff members will stop traffic again to allow students to cross/if needed).

**Enrollment**

District of Columbia residents are enrolled according to the enrollment procedures set forth by the Office of the State Superintendent of Education. To be enrolled, a student is required to verify his or her DC residency and complete all necessary documentation and medical and immunization records. By a new OSSE mandate for SY 2020-2021, immunization records must be current or students will not be allowed to attend school.

Current students must re-enroll on an annual basis. Re-enrollment takes place in the months of April and May. Families who fail to provide necessary documentation by the re-enrollment deadline may forfeit their seat for the upcoming school year. Students who have been expelled (or students who are withdrawn during the expulsion process) are not permitted to re-enroll.

**Admission Preference**

IDEA Public Charter School gives enrollment preference to siblings of current students.

**Residency Verification**

All parents and legal guardians must demonstrate DC residency in order to enroll a student. If residency cannot be proven, the school may take additional steps, including, but not limited to, home visits and/or contact the Office of the State Superintendent of Education residency office or institute a residency investigation.

Falsifying documents will result in immediate withdrawal and a referral to the Office of the State Superintendent of Education.

In some cases, non-residents may attend DC public schools, but they must pay tuition after meeting established criteria. In addition, in order for non-residents to attend a public school, that school may not have any residents on its waiting list.

**Building Entry/Exit**

**Entering**

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**Students**

1. Students will be screened before entering the school building (uniform, temperature check and record, COVID questions, PPE check/disbursement)
2. Student is given a wristband of clearance to show they have passed the daily screening process
3. Students will sanitize hands when entering building through designated entrance once cleared to enter building
4. Student is directed by Security to the Attendance Monitor for check-in
   - **Screening will be duplicated if a student/visitor re enters the building**

**Staff**

1. Staff will be screened before entering the school building (temperature check and record, COVID questions, PPE check/disbursement)
2. Staff will be given wristband of clearance to show they have passed the daily screening process
3. Staff will sanitize hands when entering building through designated entrance once cleared to enter building
   - **Screening will be duplicated if a student/visitor re enters the building**

**Visitors**

1. **Non-essential visitors will not be permitted into the school building. Curbside service will be available.**
2. Visitors will be screened before entering the school building (uniform, temperature check and record, COVID questions, PPE check/disbursement)
3. Visitors is given a wristband of clearance to show they have passed the daily screening process
4. Visitors will sanitize hands when entering the building through a designated entrance once cleared to enter the building.
5. Security will process the visitor in after assessing the need for the visit, ID check and issuing a pass.

**Exiting:**

**Students**

1. Students will exit the building through the same a designated stairwell
2. Students will be released in intervals by cohorts
3. Students should be encouraged to sanitize prior to exiting the building

**Staff**

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1. **Staff will exit the building out of the entrance in which they entered**
2. **Staff is encouraged to sanitize prior to exiting the building**

**Visitors**

1. Visitation is limited to Essential visitors only (visits are to based on a scheduled appointment)
2. Visitors are to remain in isolated, designated areas
3. Visitors will be screened prior to entering the building (temperature check and record, PPE issued, Compliance wristband issued, hand sanitizer)
4. Visitors will report to Security desk for assessment of visit, ID check, visitor pass
5. Security contacts the person being visited to report to Security desk area

**Reporting Bullying**

All staff members are required to report any bullying or harassment they witness or are made aware of. Staff members should immediately record all such incidents in accordance with school procedures for reporting behavior incidents and notify the Director of Student Support/Dean or other administrator on duty.

Any student who believes that they have been the target of bullying/harassment or who is aware of bullying/harassment is strongly encouraged to promptly report the matter orally or in writing to an administrator, or to any other faculty or staff member or member of IDEA with whom the student is comfortable speaking. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

A parent who witnesses or becomes aware of bullying/harassment/retaliation is strongly urged to promptly notify the Director of Student Support/Dean or another administrator.

**Anonymous Reporting**

Reports may be made anonymously, although no formal response will be taken solely on the basis of an anonymous report. However, such a report may trigger an investigation.

**Investigation Procedures**

If an incident of bullying, harassment or retaliation is reported, the Director of Student Support/Dean will respond quickly and appropriately to investigate and intervene. Complaints or reports of bullying, sexual harassment or retaliation will be investigated in an adequate, reliable and impartial manner. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the
investigation will remain confidential. IDEA will take steps to ensure the safety of all parties involved and determine whether the incident was one of bullying, sexual harassment or retaliation. IDEA will also take steps to provide the complainant with periodic updates on the status of the investigation. Once bullying/sexual harassment/retaliation behavior has been determined, the following groups will be notified as needed by IDEA, making every effort to protect confidentiality of those who report bullying/sexual harassment/retaliation:

- Parents and Guardians: IDEA will notify the parents or guardians of victims, instigators, and witnesses as appropriate, about the nature of the incident and the steps in place to respond to it. The Director of Student Support/Dean will determine if parents or guardians should be informed prior to or after the investigation of the incident.

- Law Enforcement Agencies: If IDEA determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement agencies (SRO’s).

The initial inquiries will begin within 24-48 hours of being made aware of the allegation. **Within fifteen (15) school days of receiving a report of bullying,** the Director of Student Support/Dean will conduct the investigation and respond to the parents of the students involved in writing, summarizing the course and outcome of the investigation and identifying an appropriate resolution. If it is determined that bullying/sexual harassment has occurred, appropriate corrective and remedial action will be taken. IDEA will make determinations as to whether a reported incident constitutes bullying/harassment based on all of the facts and circumstances surrounding the incident. IDEA will use a preponderance of the evidence standard (i.e., more likely than not that bullying/sexual harassment occurred) when resolving complaints.

Steps will be taken as necessary to protect suspected victims of bullying/sexual harassment during the course of the investigation process. IDEA will make every effort to protect confidentiality during the course of the investigation. The individual responsible for conducting the investigation will be responsible for making determinations about confidentiality.

**Appeals**

Any party who is not satisfied with the outcome of the initial investigation and response from IDEA may appeal in writing to the Head of School. Appeals must be made within 30 days of the conclusion of the initial investigation. The secondary investigation shall be completed within 30 days of receipt of an appeal, unless: (1) circumstances require additional time to complete a thorough investigation; (2) the higher-level authority sets forth those circumstances in writing; (3) the additional time is not to exceed 15 days. The party not satisfied with the outcome shall be informed of his/her right to seek further redress under the Human Rights Act.

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Sanctions and Remedies for Bullying/Harassment

IDEA takes a tiered approach to responding to inappropriate behavior. The same approach will be taken when responding to bullying/harassment. IDEA’s levels of discipline are designed to (a) appropriately correct the bullying/harassment behavior; (b) prevent another occurrence of bullying/harassment or retaliation; (c) protect the target of bullying/harassment; and are flexible and can be varied in method and severity based on: (i) nature of the incident; (ii) developmental age of the person committing the act at issue; and; (iii) any history of problem behavior from the person committing the act at issue. The Director of Student Support will confer with the Dean of Culture and Principal to determine what disciplinary consequences are appropriate.

Bystander Policy
Students are expected to report rumors of bullying/harassment, planned bullying/harassment, as well as bullying/harassment actually observed. Students who watch and laugh, but do not report what they have witnessed, are considered bystanders and will be treated as participants.

Lockers
Due to COVID-19, students will not be issued lockers in SY 20-21.

Lost and Found
The lost and found box is maintained by the operations team. Please inquire about all items at the security desk. At the end of each month, the items in the lost and found box will be donated or discarded.

Non-Discrimination Policy
DEA PCS does not discriminate on the basis of race, color, religion, national origin, sex, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, political affiliation, source of income, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Justin Rydstrom, Head of School
IDEA Public Charter High School
1027 45th Street, NE
Washington, DC 20019
jrydstrom@ideapcs.org

Prohibited Items and Searches
Drugs, alcohol, tobacco products, vapors, weapons, sharp objects, aerosols, lasers, tasers, mace, glass, medications of any kind and other potentially dangerous substances or objects that are, or

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could be, intended to inflict harm are prohibited. Possessing or using prohibited items is grounds for expulsion.

As part of our continued effort to protect the safety of all members of the IDEA community, the school reserves the right to search any student’s backpack, purse, locker, shoes, cell phone history, photos on cell phones, any item of theirs that has pockets or any area that could conceal an item or information that is banned from school (e.g., drugs, weapons, stolen items, cell phones that are on, etc.) To that end, IDEA also reserves the right to use sniff dogs and the assistance of local law enforcement to search lockers and other parts of the building and campus property, if deemed necessary. If appropriate, the school may contact local authorities, who may take legal action.

**Safety and Security Checks**
Prior to and upon entering the school, all students and visitors are expected to comply with the safety and security protocol set forth by the security team. There is a 100% ID check at this facility, No ID means no admittance. Prohibited items will be confiscated and if appropriate, legal authorities may be contacted.

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

- Academic standing and performance
- Behavior record according to IDEA’s Code of Conduct and the discretion of the administration
- Other criteria determined by the administration as pertaining to the event

*Due to Covid-19 select student activities will not be considered.*

**Student Fees**
Student fees accumulated during any school year must be paid in full to receive final report cards, transcripts, or school records when graduating, withdrawing, or transferring a student. Senior students with an outstanding balance will not be allowed to participate in school activities.
All bills will be settled through the business office. IDEA accepts cash, money orders, and cashier’s checks. Families can also pay student fees via Paypal on the school website. We do not accept personal checks.

**Student IDs**
Each student in the high school will be provided with a photo ID card to identify him or her as a properly enrolled student at the school. This card shall be visible and shown upon request by any IDEA staff person.

**Kids Ride Free**

The Kids Ride Free (KRF) program allows students to ride for free on Metrobus, the DC Circulator, and Metrorail within the District.

These cards are assigned on site. Students should sign up for a KRF card in the Main Office If cards are in stock they can be assigned and picked up by end of day.

If a student loses or damages their card, they can sign up for a replacement following the same process outlined above.

**Student Privacy**

IDEA will comply with all DC regulations regarding student privacy. We respect the privacy of all parents and legal guardians and students in regard to student records.

**Telephone Use**

In order to eliminate the disruptive effect of cell phones and telephones on learning, IDEA permits limited use of these items during the school day. In the event of an emergency, a staff member will contact a parent or guardian on the student’s behalf. If a parent or guardian needs to contact his or her student with an emergency message, the parent or guardian must call the main office and leave a message with the main office staff. A staff member will take the message and relay it to the student as soon as possible. If a student has an emergency and absolutely needs to use a telephone, he or she is to report to the office with a pass and ask to obtain permission to use a telephone. The main office is available for student use before and after dismissal.

**Uniform Policy: Dressing for Success at IDEA Public Charter School and Beyond**

At IDEA Public Charter School, we believe that dressing for success every day is critical in our scholars’ educational experience. It prepares them for success in college, the workforce, and military and social settings. Listed below is what we expect our scholars to wear each day. Please contact your scholar’s Dean if you have further questions regarding our uniform policy.

**Tops** (Gray polo with IDEA logo or IDEA white button-down shirt (long or short sleeve), IDEA logoed Tee shirt)
- Shirts MUST be tucked into pants
- See-through, torn, cut up, or revealing tops are prohibited

**Sweaters** (IDEA uniform fleece jacket)
- Must be worn over a uniform shirt
- Waist-length, V-neck IDEA sweater, pull over style, or front-button cardigan
Pants/Shorts/Skirt (solid black or khaki)
- Pants must be worn securely around the waist with a belt securely through hoops.
- Pants must be Docker-style or Khakis w/front and back pockets (no cargo pants, leggings or jeggings or slacks with fashion cuts with skin showing)
- Shorts and skirts must come to your knees.
- Pants and shorts must not have rips, or cuts that reveal your skin at any point during instructional periods.

Belts
- Black leather, leather-like, or braided
- Belt buckles should be gold or silver-toned.

Shoes/Socks/Hosiery
- Any color shoe that covers the entire foot from heel to toe (peep toe, slides, Slippers Crocs are not to be worn)
- Socks or hosiery must be solid in color and worn daily

Hat/Headgear/Jewelry
- No hats can be worn, but headgear such as head wraps that are black, gray, or maroon in color can be worn as well as headgear for religious reasons (bonnets are prohibited).
- Earrings should not be larger than a quarter.

Prior notification will go out in writing, or by voice mail, text, or email regarding dress down days, professional dress day, spirit week, testing week wear, or athletic, school, or college gear.
**IDEA swag is not optional wear unless otherwise stated.**

Allowed With Approval
An administrator must individually approve religious or cultural head wraps. Any other uniform exceptions for religious reasons must be documented by a parent or guardian and approved by a member of the administrative team.

Physical Education Dress Requirement
Students enrolled in PE class are required to wear appropriate PE attire. Students are expected to dress for class even when they are limited from participating physically (unless permanent or temporary handicap makes it impossible). Classes may be held outdoors in the fall and spring. Students should come to class prepared daily with jacket, sweatshirt and sweatpants as necessary for the weather. The IDEA PE uniform consists of:

- IDEA issued shirt and shorts - official IDEA gym uniform

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

Students that fail to follow the prescribed uniform policy will be subject to some form of disciplinary action as deemed appropriate by the Dean commensurate to the infraction.

*Due to Covid-19 select student dress requirements will be adjusted.*

IDEA Public Charter School
Prepping students with the academic, social, leadership and occupational skills for post-secondary opportunities and to be responsible citizens who contribute to the community.
Transportation
Parents and legal guardians are responsible for students’ transportation to and from school. IDEA offers a safe passage shuttle to students at designated times in the mornings and afternoons. This shuttle picks up and drops off students at nearby Metro stations (Deanwood, Minnesota Avenue, and Benning Road). The shuttle is not permitted to pick IDEA students up along its route to and from IDEA. Non-IDEA students are not permitted to ride the shuttle. Parents and legal guardians should pick up or have their student(s) picked up no later than 15-30 minutes after the end of a scheduled event.

Video Surveillance
IDEA is secured with video surveillance equipment. Video cameras record and monitor school activity before, during, and after school. Students and visitors to the building should not have the assumed right to privacy. Video footage will be reviewed as deemed necessary by the school administration, deans, and security. Video footage is the property of IDEA and will not be released except to law enforcement. To ensure the privacy of all students, the school will not honor any requests to view video footage by anyone except law enforcement.

Withdrawal (Mandatory or Self-Selected)
Students may withdraw from IDEA during, before, or after the school year. Students who wish to withdraw must contact the school data manager to begin the withdrawal process.

Eligible students who withdraw from IDEA at any point are eligible to re-enroll during the school year if space is available. Students who are scheduled for disciplinary hearings and elect to withdraw may not be eligible to re-enroll in any subsequent year. Students who are expelled from IDEA may not be allowed to re-enroll in any subsequent year.