

SY 20-21

Discipline Policy



GIRLS
GLOBAL

ACADEMY

The [International Baccalaureate Organization's approaches to teaching and learning](#) include both proactive and responsive approaches to student development and discipline. As Girls Global Academy pursues IB candidacy, we will employ Positive Behavior Systems and Restorative Practices to encourage prosocial behavior, community building, and alignment with IB principles. In general, our proactive positive approach incorporates a shared vision of expectations. We view undesirable behavior as a teachable moment and a learning opportunity. Our discipline policy is aligned to the [Student Fair Access Amendment to School Act of 2018](#).

Families* are critical partners in both creating and maintaining a safe and supportive school environment. Families have the right to and are responsible for:

- Collaborating with Girls Global to develop a shared vision of a safe and supportive school environment
- Being informed of Girls Global school-wide expectations
- Communicating in a timely and respectful manner with Girls Global staff if concerns arise
- Informing Girls Global staff about undesired behaviors that may present themselves at home and at school
- Encouraging their student to adhere to Girls Global school-wide expectations
- Supporting their student in taking responsibility for behaviors that do not adhere to Girls Global school-wide expectations
- Encouraging their student to speak up if any concerns arise

Equitable Implementation of Behavior Policies

GGA will regularly analyze data to ensure that behavior policies and practices are implemented equitably, in particular for at-risk students such as ELs and SWD. If necessary, we will adjust our procedures and policies and hold professional development for staff.

Girls Global Academy will utilize suspension and expulsion as a disciplinary measure for repeated and/or serious incidents that fail to meet stated Girls Global expectations for a safe and supportive environment or fall under the definitions and descriptions below.

Girls Global Academy has adopted the terms outlined in [The District of Columbia Student Discipline Guide: A Guide for Students, Families, and School Staff](#) published by the Office of the Student Advocate, the DC Office of the Ombudsman, and [Every Student Every Day](#).

Suspension is defined as the denial of the right of a student to attend Girls Global Academy, including all classes and school activities, for a defined period of time **not to exceed ten school days**.

Girls Global Academy will ensure that students who serve suspension are accommodated in the following ways:

- The student continues to earn credit toward promotion and graduation requirements.
- The student continues to receive assignments for the duration of the suspension.
- The student communicates with school personnel about school work (as needed for the student).
- The student makes up missed school work during the suspension (including assessments).

Girls Global Academy will ensure that students are welcomed back to the school community. While family accompaniment is not required for re-admission, a conversation is highly encouraged to ensure the family that their student is welcomed back through a restorative process. This meeting would be facilitated by the Director of Culture or the Administrative Designee.

***Refers to a student's parents, guardians, and legal custodians**

Students with Disabilities

GGA's policy ensures that students with disabilities are disciplined in a consistent manner and adhere to the Individuals with Disabilities Education Improvement Act (IDEIA). Parents of all special education students will be informed of their rights, including their rights regarding discipline procedures.

In cases where a student's disability impacts their behavior, we will ensure that appropriate and required interventions have been implemented prior to disciplinary action. This policy is applicable to any student who has entered the Child Find or other intervention process specifically related to behavior. For students with disabilities, Girls Global will conduct a Manifestation Determination Review (MDR) to review a student's evaluation, student observations, parent input, and the contents of an IEP or 504.

For students who have an IEP or 504 plan (or currently in the eligibility process), Girls Global Academy must determine if the behavior presented during the incident is a manifestation of a student's disability. If the behavior is determined as a manifestation, then the Student Support Services Coordinator will schedule a meeting with relevant staff to develop or revise a behavior intervention plan for the student.

Informing parents of rights. GGA families will be provided written notice of their rights and procedural safeguards any time they are notified of decisions regarding the identification, evaluation or educational placement of their student with a disability under IDEA or Section 504. A Prior Written Notice will also be provided when there is intent to initiate, change, or refuse the identification, placement, or change in services of a student with an IEP. All notices will be written in a language that is understandable to the general public and in the native language of the parent or other modes of communication that are not a written language. In addition to providing copies of the procedural safeguards and the GGA Child Find policies and procedures, all documents will be available in the main office and posted to the GGA website.

Discipline Guidelines

The decision to institute discipline or a suspension at Girls Global Academy can be made by a School Administrator (Executive Director, Principal, Director of Culture or other Administrator Designee) without the recommendation of the student's teacher or other school employee. The administrator issuing the suspension will determine the number of days a student will serve a suspension based on the severity of the behavior and any previous behaviors of the same category. The suspension is effective immediately unless otherwise stated by the School Administrator or the Administrator Designee.

Disciplinary decisions to recommend a student for expulsion will be made by the School Administration (Executive Director, Principal, Director of Culture or other Administrator Designee) without the recommendation of the student's teacher or other school employee. The administrator will consider the severity of the behavior, any violation of discipline contracts and the discipline tier chart when recommending a student for expulsion. All students recommended for an expulsion will have a Discipline Hearing Conference. The Discipline Review Committee will make final decisions concerning expulsions.

In order to provide equitable and transparent attention to suspensions, all families have the right to initiate a challenge for discipline that is recorded in the students official school records and the family or student follows the process for challenging information that is a part of the students official school record. If the appeal is successful then the suspension or expulsion is expunged from the students school records.

Suspensions

Short-term suspension (5 days or less) decisions are made by the Director of Culture or other Administrative Designee without the recommendation of the student's teacher or other school employee. The Director of Culture or the Administrative Designee will determine the number of days a student will serve a suspension based on the severity of the behavior and any previous behaviors of the same category. The suspension is effective immediately unless otherwise stated by the Director of Culture or the Administrative Designee.

Disciplinary action that removes the student from their usual education setting. A suspension cannot exceed 10 consecutive days. Short term (5 days or less) and long term (6 or more days) suspension decisions are appropriate when tiered interventions are unsuccessful, previous behavior of the same category, or when the severity of the behavior warrants temporary removal from

Girls Global Academy campus. All students being considered for a suspension or expulsion have the right to be informed of the infraction and the opportunity to be heard before a final decision for a suspension or expulsion is made.

Suspension Cap at 20 Days

Girls Global Academy recognizes that a student cannot be suspended from school for more than 20 cumulative school days in a school year unless the Executive Director provides written justification to the student and their family or if the student's behavior resulted in an emergency removal.

Due Process for Suspensions (6 days or more)

Suspension

- Prior to a suspension, the Director of Culture or other School Administrator, 1) meets with the student; 2) informs student, verbally or in writing, what they are accused of, 3) provides all information that the school has that the student engaged in the behavior; 4) gives student the opportunity to be heard, to give their account of the incident and to explain their behavior before a final decision is made about issuing a suspension
- The Director of Culture or other school administrator will review all information and promptly provide in writing a notice of discipline action detailing the reason for the suspension and the length of the out-of-school suspension. If the student has a disability defined in IDEA or Section 504 of the Rehabilitation Act the school will conduct a Manifestation Determination Review
- The Director of Culture or other school administration can notify the family of the student under 18 years old, via a call or email in addition to the written notification of a suspension. The family of the suspended student will pick up the student from the school
- A notice will be given directly to the student if they are an emancipated youth or over 18 years old

Long-term suspension or Expulsion

- Prior to a suspension, the Director of Culture or other School Administrator, 1) meets with the student; 2) informs student, verbally or in writing, what they are accused of, 3) provides all information that the school has that the student engaged in the behavior; 4) gives student the opportunity to be heard, to give their account of the incident and to explain their behavior before a final decision is made about issuing a suspension
- The Director of Culture or other school administrator will review all information and promptly provide in writing a notice of discipline action detailing the reason for the suspension, the length of the suspension or pending expulsion. If the student has a disability defined in IDEA or Section 504 of the Rehabilitation Act the school will conduct a Manifestation Determination Review
- Only the Director of Culture or Principal may make the decision for suspensions exceeding ten days or expulsion
- The Director of Culture or other school administration can notify the family of the student under 18 years old, via a call or email in addition to the written notification of a suspension. The family of the suspended student will pick up the student from the school
- If there is a pending expulsion, the student will be assigned a 10 day suspension pending the results of the investigation
- As needed, the Director of Culture or other School Administrator will conduct an investigation within 3 business days of the incident and account for the student behavior and gather any pertinent information. A School Administrator will issue a written notice to the family with the explanation for a long-term suspension or expulsion
- After completion of the investigation, if needed, the date and location for the Discipline Hearing Conference will be set within 10 days
- Notices and procedures will be translated into the family primary language

Appeal

Families have the right to appeal a suspension or expulsion decision to the Executive Director. The family will have 5 school days of receiving the notice of suspension or expulsion to appeal the decision. The family will call the school at 202-XXX-XXXX to request an appeal meeting with the Executive Director. After the meeting with the student and family, the Executive Director will determine to uphold the suspension or expulsion.

Judiciary Committee

Any student involved in a very serious discipline incident (outlined in the Girls Global Academy Discipline Chart below) may be eligible for long-term suspension or expulsion. IDEA discipline provisions are observed in cases regarding students with disabilities. The Girls Global Academy Judiciary Committee meeting will be held prior to a long-term suspension or expulsion determination. The Committee comprises at least three school faculty, relevant staff members, the student and the family. Students may be represented by counsel or other persons.

If a student is recommended for a Discipline Hearing Conference, the student and the student's family are invited to share all pertinent information about their experience at Girls Global Academy. All School Discipline Hearing Conference meetings will be led by the Executive Director. Only the Executive Director may make the decision to uphold suspensions exceeding ten days or expulsion. Decisions involving long-term suspensions and/or expulsions will be made in writing within ten days of the School Discipline Hearing conference. All Judiciary Committee meetings will follow the same process and are closed to the public.

- A clear outline of the agenda and meeting expectations sent to the family within **48 hours** of the scheduled meeting.
- A presentation of statements and evidence concerning the behavior and the incident by Girls Global Academy staff.
- An opportunity for the student, their family (and their representation) to share evidence concerning the incident.
- An opportunity for Girls Global Academy staff, the student, and family to share statements of support on behalf of the student.
- Review the Girls Global Academy Discipline Chart
- Notify the student and family of the decision within two days and a written notice will be delivered via mail within three school days of the decision.
- The Executive Director or Designee will make the decision to uphold the expulsion recommendation

Judiciary Committee Hearing Appeal

The student's family has five school days to contest the suspension or expulsion by submitting an appeal of the decision, in writing, to the Chair of the Board of Trustees for Girls Global Academy. The Board of Trustees will issue a appeal hearing date in writing to the family and the school administration within seven school days after receiving the appeal. The Chair of the Board of Trustees shall convene a special meeting of a committee of three Board of Trustees to consider the appeal of the suspension or expulsion. The Board Chair has the discretion can replace one Board Member with a faculty member at Girls Global Academy. The appeal hearing will take place within thirty calendar days of the set hearing date. The student and his or her family, the student's teachers, a Principal or Administrative Designee, and other school staff may be invited to participate in this special meeting based on the discretion of the Board of Trustees of Girls Global Academy. The decision of the Board of Trustees in affirming or reversing a Executive Director or Administrative Designee's decision is final.

Girls Global Academy Discipline Chart

Behavior Tier	Sample Behaviors	Sample Supports & Consequences	Responsible Staff Members
<p>Level 1</p> <p>Minor Disruptions</p>	<ul style="list-style-type: none"> ● Disrespect to student or staff member ● Plagiarism ● Class disruption ● Tardiness to school/class ● Unprepared for class ● Minor violation of technology policy ● Exhibiting other behaviors determined level one by GGA 	<ul style="list-style-type: none"> ● Formal apologies ● Written Reflection ● PBIS reminder of School-wide expectations ● Community Service ● Mediation ● Re-teaching of SEL skill ● Mindfulness practices ● Loss of school privilege ● Optional family shadow day ● Check-Ins 	<p>Teachers</p> <p>Director of Culture</p>
<p>Level 2</p> <p>Frequent Minor Disruptions (3 of the same) or more severe disruptions</p>	<ul style="list-style-type: none"> ● Academic Dishonesty ● Misuse of privileges ● Digital Misconduct ● Defacing school property ● Forgery ● Bullying ● Possession of tobacco products ● Exhibiting other behaviors determined level two by GGA 	<ul style="list-style-type: none"> ● Restorative Circle ● Community Service ● Re-teaching of SEL skill ● Check-Ins ● Mediation ● Mindfulness practices ● Written Reflection ● Meeting with the Family ● Referral for services ● Behavior plan ● Loss of school privilege ● Correct and Cease Plan to address the repetitive undesired behaviors 	<p>Teachers</p> <p>Advisor</p> <p>Director of Culture</p> <p>Principal</p> <p>Behavior Specialist</p>

<p>Level 3</p> <p>Major disruptions</p>	<ul style="list-style-type: none"> ● Trespassing ● Threats ● Severe defacing or damaging of school property ● Obscene/severely offensive gestures ● Gambling ● Leaving the school premises without permission ● Fighting/bodily injury ● Harassment of any form ● Exhibiting other behaviors determined level three by GGA 	<ul style="list-style-type: none"> ● Suspension and/or expulsion and Restorative Practices upon re-entry ● Community Service ● Frequent Check-Ins ● Referral for services ● Mindfulness practices ● Meeting with the family (home visit) ● Revised Behavior Plan 	<p>Teachers</p> <p>Advisor</p> <p>Director of Culture</p> <p>Principal</p> <p>Behavior Specialist</p> <p>Executive Director</p>
<p>Level 4</p> <p>Severe Student Misconduct</p>	<ul style="list-style-type: none"> ● Arson ● Assault ● Sexual Assault ● Possession of weapon ● Bomb Threat ● Possession of a controlled substance or illegal narcotic ● Possession of alcoholic beverages ● Exhibiting other behaviors determined level four by GGA 	<ul style="list-style-type: none"> ● Referral for services ● Mandatory Suspension or Expulsion ● Referral to local law enforcement 	<p>Director of Culture</p> <p>Behavior Specialist</p> <p>Principal</p> <p>Executive Director</p> <p>Board of Trustees</p>