

# BASIS

**BASIS** Washington, D.C.


PARENT/STUDENT HANDBOOK  
2023–2024



# HOW TO USE THIS HANDBOOK

The BASIS DC Parent/Student Handbook contains important information for BASIS Charter School [Parents](#). If you are reading online, we suggest that you download the handbook to your desktop for optimal viewing.

Printed copies of this handbook are available for review at your BASIS Charter School.

 ■ Navigating the handbook: To return to the Table of Contents, click the content icon in the top right corner of each page. To see a specific section, click the section title in the Table of Contents. Where applicable, links to additional resources to help you further understand the content are provided on the right side of the page.

**Green Text:** When you see the term **SCHOOL INFORMATION** printed in green, refer to the links in the column on the right for state or [School](#) specific information.

**Underlined black text:** When the text references another section within the handbook, the text will be underlined. For quick navigation, the underlined text is linked to the page referenced.

**Underlined purple text:** When you see the term [Link](#) printed in purple, an external website will open in a new window with further information. These Links are not specific to a state or [School](#). If you are reading online and wish to return to the handbook, close the window.

**Refer:** Throughout the handbook, the term refer appears in bold when additional information on the topic is available on an external website.

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# WELCOME TO BASIS DC



We are thrilled that you have chosen a BASIS Charter School as the appropriate educational environment for your student for the 2023–2024 school year. The first BASIS Charter School was founded in 1998 by Olga and Michael Block in Tucson, Arizona. It has grown from a single, small, family-run charter school with 56 students to a major player in the advancement of American education in Arizona, Louisiana, Texas, and Washington, D.C.

Even as we grow, we retain the commitment to excellence and the feeling of family that helped create the strong foundation for our mission and philosophy.

## **MISSION**

The mission of BASIS Charter Schools and BASIS DC is to empower students to achieve at globally competitive levels with a transformative K–12 academic program.

## **PHILOSOPHY**

Our [Schools](#) hold students to the highest possible academic standards, asks them to take responsibility for their own work, and do so with the guidance of teachers who are both highly qualified and highly motivated to help students in every way possible. We understand that the time a student has to prepare for college is exceedingly short; it is our goal to make the most of that time by providing the best, most focused college-preparatory education possible.

# TERMS AND DEFINITIONS



**School:** The information contained within the handbook applies to BASIS Washington, D.C. For the purpose of this handbook, the term **School** is used to represent the BASIS DC charter school.

**SCHOOL INFORMATION:** The handbook provides a direct link to information in the **SCHOOL INFORMATION** in the right-hand column of the page. The reader should also refer to the **School's** Guidebook.

**Parent:** For the purpose of this handbook, the term **Parent** is used to indicate a student's caregiver(s)/ guardian(s) as identified in the student's registration documents as the person(s) with whom the student resides. It is assumed that both the **Parents** have equal rights as legal guardians of the student and all information will be provided to both **Parents** when requested during the registration process. If there is a court order limiting **Parent** custody, communication, or visitation with the student, it is the responsibility of the sole caregiver to submit a copy of the court order to the **School**. Unless a court order is on file, the **School** will regard both **Parents** as having equal rights to access and information regarding the student.

A student who is 18 years of age or older, or is legally emancipated, may submit written notice requesting the **School** not contact their caregiver(s) with regard to grades or other personal information. After submitting the required notice and documentation of legal emancipation, as appropriate, the term **Parent**, for the purpose of the handbook, represents the student and the previously-recognized **Parent** is excluded from any further communication. It is the student's responsibility to submit the written notice and documentation of legal emancipation, as appropriate. Without the notification on file, the student's caregiver(s) will continue to receive communication from the **School** regardless of the student's age and consistent with applicable law.

# HANDBOOK PURPOSE AND ACKNOWLEDGMENT



The purpose of this handbook is to inform students and [Parents](#) of the policies, procedures, and operations of the [School](#). It presents information highlighting policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students. The [Parent](#) is required to review the contents of this handbook and share appropriate information with their student. **As a condition of enrollment, [Parents and students are required to sign the Handbook Acknowledgment, which indicates that both the \[Parent and student understand and agree to abide by the directions of this handbook.\]\(#\)](#)** Each student will receive a copy of the Handbook Acknowledgment from their [School](#) to complete. Information, policies, and procedures pertinent to an individual [School](#) campus (e.g., drop-off and pick-up information, etc.) will be provided in the [School's](#) Guidebook, which applies alongside the Parent/Student Handbook.

Policies published in this handbook are overseen by the [School's](#) governance entity. To learn about the governance entity for your [School](#), **refer** to following link:

- [D.C.](#)

# ELECTRONIC COMMUNICATION SERVICE



The [School](#) uses an Electronic Communication Service. [Parents](#) will receive all general information (including this handbook) and updates, notifications, announcements, newsletters, etc., through Internet-based communication. The [School](#) uses industry-standard technologies to protect and secure the electronic information. The use of any electronic communication system, such as the World Wide Web, has a number of risks that users should consider before use. While the [School](#) will use all reasonable means to protect the security and confidentiality of electronic information sent and received, including the use of encryption and other security technologies, it cannot guarantee the security and confidentiality of web-based communications, and will not be liable for inadvertent or improper disclosure of confidential information that is not caused by intentional misconduct or that is caused by failures of systems outside of the [School](#). Information can be made available for review at the [School](#) front office.

The information provided by the Electronic Communication Service is provided only to the [Parent](#). Only upon written request, and in compliance with the relevant laws and regulations, will the [School](#) provide information to other parties. For the purpose of this handbook, the term "communicated" means that the [Parent](#) is informed using the Electronic Communication Service. This does not prevent the [School](#) from using additional communication means, (e.g., flyers, signs in the parking lot, or electronic screens in the foyer and cafeteria).



# ON-SITE SCHOOL MANAGEMENT AND STAFF



## SCHOOL INFORMATION

### School Management

[BASIS Washington, D.C.](#)

**School** management consists of the Head of School, Head of Operations, Director of Operations, Director of Academic Programs, Director of Planning and Instruction, Director of Student Affairs, and Director of Student Support Services. **School** staff includes teachers and teaching fellows, Deans, Special Education, and other administrative staff. While every **School** has a Head of School and a Head of Operations, in smaller or newer **Schools**, the role of Director of Student Affairs might be performed by the Head of School or another administrator. The number of Deans and the grades they are responsible for depends on the grades the **School** serves and its population. To find out who is in these management positions at your **School**, refer to **SCHOOL INFORMATION**.

The course teacher is the first point of contact when **Parents** or students need to communicate about academic issues or a student's well-being in a specific course. Any other issues related to general academic performance or a student's well-being should be addressed with the student's Dean.

# ACCREDITATION AND SCHOOL MANAGEMENT

BASIS DC is managed by BASIS Ed. To learn about BASIS Ed, **refer** to this [Link](#). All **Schools** managed by BASIS Ed are accredited by Cognia, previously AdvancED (NCA CASI). To learn more about Cognia, **refer** to this [Link](#). Dedicated to advancing excellence in education worldwide, Cognia provides accreditation, research, and professional services to 36,000 schools and school systems across the United States and in 85 countries that educate 25 million students. Cognia accreditation represents the unified policies and procedures for accreditation and certification from its Accreditation Divisions: the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools on Accreditation and School Improvement (SACS CASI). NCA CASI, NWAC, and SACS CASI comprise three of the six regionally recognized K-12 accrediting bodies and together have been accrediting institutions for 125 years. In order to earn Cognia accreditation, education providers must meet the accreditation performance standards, assurances, and policies, demonstrate quality assurance through internal and engagement reviews, and engage in continuous improvement. BASIS Ed received system re-accreditation from AdvancED (NCA CASI), now Cognia, in June 2017 and June 2023. System accreditation recognizes that increasing student achievement involves more than improving instruction. It is a result of how well all parts of the education system—the community, **school**, and classroom—work together to meet the needs of students.



## HOW TO CONTACT US

A [Parent](#) may contact any member of the [School](#) management or staff by email or written note to the staff in the [School](#) office. Office Assistants are not authorized to provide anyone, including [Parents](#), with information related to student attendance or academic performance, but they are available to help connect you with the appropriate individual or department. Please refer to [SCHOOL INFORMATION](#) for office hours and contact information.

[SCHOOL INFORMATION](#)

[Contact Us](#)

[BASIS Washington, D.C.](#)

# CURRICULUM AND COURSE ENROLLMENT



BASIS DC charter school follows the BASIS Charter School Curriculum. This internationally-benchmarked and accelerated liberal arts curriculum was developed by BASIS Ed and is managed and continuously developed by BASIS Charter School Curriculum experts.

The BASIS Charter School Curriculum determines the order in which students are required to take specific courses or what courses students can select from the [School](#) course catalog. For a specific [School](#) course catalog, **refer** to the Course Catalog link in ParentSquare. The content of each course is guided by SPORK, a proprietary software platform for storing, organizing, and delivering content. It is the responsibility of our curriculum experts to align the curriculum with the educational standards required by the Office of the State Superintendent, D.C.

It is mandatory for all teachers to be familiar with the educational standards for their state and to implement the BASIS Charter School Curriculum in compliance with these requirements. Using the SPORK app, the teacher designs the Course Syllabus. The syllabus explains the content of the course in the form of a course outline, including lesson units and their instructional objectives. In addition, the syllabus includes the description of class policies, grading policies, as well as a list of supplies and instructional materials needed for the class. Students receive the syllabus by the end of the third week of instruction. Each course syllabus is available on ParentSquare. The BASIS Charter School Curriculum distinguishes three types of courses: required courses, elective courses, and optional courses. The required and elective courses offered to students at any BASIS Charter School meet or exceed the requirements of Washington, D.C. standards. In compliance with charter laws and regulations, all required and elective courses are offered free of tuition.

## REQUIRED COURSES

Students are assigned required courses. In the event that there are alternatives to required courses for students in specific grades, the student's Dean and/or Director(s) recommends placement based on course prerequisites and available space. The prerequisites include, but are not limited to, previously attended courses, academic results in previously attended courses, results of placement tests, and auditions. Based on a student's performance, the Dean may recommend a change in the student's required course enrollment during the school year. The final decision is made by the student's Director(s). The [Parent](#) is informed prior to a final decision.



## **ELECTIVE COURSES**

Starting in grade 6, students must select one elective course from available options. Because some electives are more popular than others, students are required to list more than one preferred elective. A student's preferred elective courses must be approved by a [Parent](#) in the form of a signature and may require a fee for optional materials designed to enhance the student's experience in the course. The Curriculum Coordinator and/or Director(s) recommends elective placement based on course prerequisites and available space; then, the Director(s) makes the final decision about placement in an elective course based on the recommendation.

## **OPTIONAL COURSES**

Students may be offered optional courses as an enrichment to the academic program. As these courses amount to additional but not essential academic benefits, there may be an additional fee required. Students are not required to attend any optional course, but once they opt to attend the course, it becomes part of their academic record. The [Parent](#) must approve and agree to pay all fees connected to the course. Optional courses cannot be taken in place of required courses, and the Dean may recommend that the student does not enroll in optional courses. The student's Director(s) makes the final decision about enrollment in optional courses.

## **CHANGES IN ELECTIVE OR OPTIONAL COURSE ENROLLMENT**

Only students in grades 8–12 are allowed to petition for changes in elective and optional courses. Students in grades 5–7 are assigned elective and optional courses by the process described above. Based on a student's academic results, the Curriculum Coordinator may recommend a change in elective or optional course enrollment during the school year. The final decision is made by the Director(s). The [Parent](#) is consulted prior to a final decision.

## **WITHDRAWAL FROM ELECTIVE OR OPTIONAL COURSE (GRADES 8–12 ONLY)**

Students must take at least one elective course per school year; however, students may withdraw from a second elective course or additional optional course. In the event that a student is enrolled in a second elective course because they have chosen not to take an AP Science course, the student may not withdraw from the second elective course at any time.



## LATE ENROLLMENT IN ELECTIVE OR OPTIONAL COURSE (GRADES 8–12 ONLY)

Students may petition the Curriculum Coordinator (in writing) for late enrollment in an elective or optional course. The Curriculum Coordinator will confirm with the course teacher that the course is available (based on space, academic standing, etc.). The Curriculum Coordinator recommends the petition for approval, or disapproval, to the student's Director(s). The Director's decision is final. If the petition is approved, the timing of the change in course enrollment depends on when the petition was made:

- If the petition was submitted between the first day of school and the end of the first full week of classes, the student will be enrolled in the new elective course immediately after the approval is granted.
- If the petition was submitted after the first two weeks of the first Trimester, but before the end of the first Trimester, the student will be enrolled in the new course at the beginning of the second Trimester.

## DROP/WITHDRAWAL PROCESS

### How to drop/withdrawal

In some situations, students may remove a class from their current schedule by dropping it or withdrawing from it. A student may request a drop/withdrawal from a class by contacting the Director of Academic Programs.

### Before the drop deadline

**A drop request made prior to the end of the Trimester 1 deadline will be considered a drop.** An approved drop will remove the class from the student's current schedule with no record of enrollment in the class on your official transcript.

### After the drop deadline

**A student may petition their teacher and the Director of Academic Programs to withdraw from a course by the fifth Monday of Trimester 2.** When a petition to withdraw from a course has been approved, the student's record will carry the notation W for the course. The transcript states: "W indicates permission to withdraw from the course without completing requirements and credit for the course. The grade of 'W' has no impact on your GPA."

A student who does not receive permission to withdraw from a course by the fifth Monday of Trimester 2 must continue attending that course and will receive whatever grade is earned in that class.

## RETAKING A CLASS

**If a student fails a class required for graduation, they will be required to retake that class.** When this happens, both grades are counted toward the student's GPA. Under no circumstances does the new grade replace the original grade in the class.

# SCHOOL ORGANIZATION



## GRADES

BASIS DC is organized with the following grade level configuration within the K–12 system.

- [Grades 5–12](#)

To simplify communication, High School refers to grades 9–12. For policies regarding promotion from grade to grade once a student is enrolled at a BASIS Charter School, please see [Grade and Course Promotion Criteria](#). Students may be transferred between grades during the school year at the recommendation of the Director of Student Affairs and Head of School. The Head of School has the final decision. The [Parent](#) is consulted prior to a final transfer.

## GROUPS AND SECTIONS

Students in grades 5–8 are organized into “groups” based on grade level; for the majority of the day, students in the same group will attend classes together. Students in grades 9–12 are organized into “sections” for the purpose of scheduling. Section assignment depends on program requirements, students’ academic readiness, and scheduling constraints. Additionally, in certain cases (e.g., elective courses), the placement of students in sections is guided by student or [Parent](#) preference. For students in grades 5–8, the sections mostly coincide with the groups. All classes for students in grades 9–12 are scheduled by section. Students may be moved between groups and sections during the school year at the recommendation of the course teacher or the student’s Dean. The final decision about group and section placement is at the discretion of the Director of Student Affairs. The [Parent](#) will be informed prior to any change.

The [School](#) reserves the right to make all final decisions regarding the placement of a student in a grade, group, or section.

## INSTRUCTIONAL DAY

The standard instructional day varies depending on grade level. Regardless of the grade level, however, the day includes courses or classes, transition periods or breaks, and lunch. Depending on grade level, the day may also include recesses. Students attend regular courses, elective courses, breaks, recess, and lunch during the times specified on the student schedule. To learn about the [School](#) and grade-specific schedules, refer to the student schedule your student receives during the first week of instruction.



## SCHOOL INFORMATION

### School Calendar

[BASIS Washington, D.C.](#)

## SCHOOL YEAR

The school year is defined in the school calendar and meets or exceeds the minimum days and hours of instruction prescribed by relevant laws or regulations. Typically, the school year has a total of 180 instructional days. Most instructional days are full days. For specific dates of instruction, early release, and other school year information, refer to [SCHOOL INFORMATION](#) and the [School's](#) Guidebook.

The school year consists of the Academic Term, review periods, Project Term, and optional summer term:

- **Academic Term:** Starts on the first day of school and ends on the last school day before the Comprehensive exam review period (for grades 6–8), before Final Exams (for non-AP courses in grades 9–12), or before AP Exams (for AP courses in grades 9–12). During the Academic Term, students follow their regular schedules. The Academic Term is divided into three Trimesters.
  - For the purpose of early identification for Academic Support Student Program, Trimesters are divided into mid-Trimesters. During the Academic Term, the [School](#) requires students in all grades to take any standardized examinations mandated by the relevant law or regulation. A test calendar with detailed dates will be communicated to the [Parent](#) as soon as it is available.
- **Review periods (Grades 6–8):** Begins a minimum of five school days before PreComprehensive and Comprehensive exams. During the review period, no new content is introduced, rather this time is spent preparing for PreComprehensive and Comprehensive exams. Students in grades 5 and 9–12 are exempt from both PreComprehensive and Comprehensive exams and, therefore, do not participate in the review periods. The dates of PreComprehensive and Comprehensive exams are marked in the [School](#) Academic Calendar.
- **Project Term:** Encompasses the four to six school days before the last school day. During this time, students work on multidisciplinary projects in multi-grade groups. The goal of these projects is to challenge students to be cooperative, creative learners and to function as a team to achieve a specific goal. Successful completion of a Term Project is a requirement for promotion.
- **Senior Project Term (grade 12 only):** Starts the first day of the third Trimester. Seniors who have fulfilled conditions required for participation in a Senior Project may spend the last Trimester participating in the Senior Project, typically outside school premises. For more information about the Senior Project requirements and eligibility, please **refer** to the Graduation and Diploma Requirements link in ParentSquare.
- **Summer term:** Begins after the last school day and ends the day before the first day of the following school year. During summer term, the [School](#) may organize optional summer programs for students.



# GRADE PROMOTION REQUIREMENTS AND GRADE REPORTS

For policies regarding trimesters, grading scales, grade promotion, grade reports, and GPA calculations differ by grade level, **refer** to the Grade Promotion link on ParentSquare.

# GRADUATION REQUIREMENTS AND DIPLOMA OPTIONS

To obtain a BASIS Diploma, students must fulfill the graduation requirements for their graduating year and their [School](#). Most of these requirements are the same at each [School](#). However, these may be modified depending on region-specific requirements and the [School](#).

To read more about the BASIS Graduation Requirements and Diploma Options, (defined by [School](#) and year of graduation), **refer** to the Graduation & Diploma Requirements link, listed by cohort, on ParentSquare. It is crucial for the students and [Parents](#) to read this information prior to the student entering grade 9. All students, including students with disabilities who receive specialized instruction and/or related services under an Individualized Education Program or Section 504 Plan, must meet the graduation requirements set forth for their graduating year and BASIS Charter School in order to receive a BASIS Diploma.



# EXAM REQUIREMENTS AND FEES



**Advanced Placement® (AP) Exams:** The College Board assesses a fee for each exam ordered. The BASIS Diploma graduation requirements compel students to take a minimum of six AP Exams and pass at least one with a minimum score of 3 (see BASIS Graduation Requirements and Diploma Options). As long as a student maintains a Cumulative Course Average of a D or above in any AP course (by the end of the third Trimester), the **School** will pay for the minimum required number of AP Exams each year.

The **School** will pay for additional AP Exams when the student meets the following conditions:

- **In grade 8**, upon teacher recommendation, which is based on the student's performance on practice AP Exams and the course in general.
- **In grade 9**, for the second or any additional, non-required exam, upon teacher recommendation.

## OECD TEST FOR SCHOOLS (BASED ON PISA)

The highly respected Programme for International Student Assessment, or PISA, is managed by the Organization for Economic Co-Operation and Development (OECD). The PISA is administered every three years internationally, while the OECD Test for Schools (based on PISA) is administered in the United States every year by schools that elect to take it. The PISA test is an internationally benchmarked, school-level assessment tool that measures critical-thinking skills and how well 15-year-old students can apply their knowledge of reading, math, and science to real-world problems. The results of the PISA enable the **School** to compare their students' results against international results and earn international recognition. Since the test measure a student's problem-solving abilities and is not curriculum-based, it requires no prior preparation. This test is critical for the **School** to determine international benchmarking; therefore, all eligible 15-year-old students are required to take the test during the school year, although they do not factor into students' grades. For additional details, **refer** to the OECD Test for Schools website at this [Link](#).

# ADDITIONAL GRADE PROMOTION CRITERIA



## **Washington, D.C.**

For Washington, D.C. specific material, please refer to ParentSquare.

*Please note: Based on the essential knowledge and skills for each course, and in light of the BASIS Charter School Curriculum, BASIS Ed retains the right to implement an equivalency scale for the purposes of determining course credit for high school graduation should the state mandate a grade average.*

# ACADEMIC RECOGNITION



The [School](#) recognizes and celebrates high academic performance at the end of each Trimester. The Director of Students Affairs organizes an Academic Honors and Awards Assembly at the conclusion of the first two Trimesters.

Student academic achievement is recognized in the following categories:

- **Distinguished Honor Roll:** Top 5 percent of students with the highest cumulative averages (grades 5–12 only; not awarded for Trimester 1).
- **Honor Roll:** Top 15 percent of students with the highest averages for the current Trimester (grades 5–12 only, awarded during every Trimester).
- **Most Improved Honor Roll:** Top 5 percent of students in terms of total percentage improvement between the previous Trimester and the current Trimester(not awarded for Trimester 1).
- **90s Club:** All students in grades 5–7 earning a cumulative Average of 90% or higher for the current Trimester (awarded every Trimester).
- **Commended Scholar List:** All students in grades 8–12 earning a cumulative GPA of 3.5 or higher for the current Trimester (awarded during every Trimester).

The Director of Student Affairs and/or designated [School](#) staff will recognize each category of academic achievement independently and will announce the names of the students eligible for the specific category in each eligible Trimester.

In addition, at the end of the school year, the Director of Students Affairs organizes an end-of-year Academic Honors and Awards Assembly for each grade level. Students are recognized for their outstanding academic performance during these assemblies; these ceremonies include the applicable awards defined above, earned for Trimester 3. Graduating students also receive awards during the graduation ceremony.

Awards Assemblies will be scheduled during the school day. While the [School](#) will make every effort to enable parent attendance at the Awards Assembly, these events are primarily to give students the opportunity to celebrate academic success. The [School](#), at its own discretion, may choose to restrict parent/guest attendance at the Awards Assemblies in response to space, parking, or safety concerns.

At the beginning of each school year, the Director of Student Affairs organizes an awards ceremony to celebrate AP test scores from the previous school year. The [School](#) recognizes students who have excelled in the AP program at graduation with titles granted by the College Board: **AP Scholar, AP Scholar with Honor, and AP Scholar with Distinction**. For additional details on these acknowledgments, **refer** to the College Board website at this [Link](#).

# STUDENT SERVICES AND ENRICHMENT ACTIVITIES



## ACADEMIC SUPPORT PROGRAM

One of the central tenets of the [School's](#) educational philosophy is to create independently motivated students. The Academic Support Program is one of the general education tools BASIS DC uses to support the growth of academic independence in students. Academic Support Advisers work closely with students to instruct them in effective use of resources available to students within the [School](#).

Students are primarily placed on Academic Support when they are displaying systematic deficiencies in turning in assignments, producing quality assignments, or they are failing to perform at a passing level on assessments. Additionally, students may be placed on Academic Support when they first enter BASIS, following an extended absence, or when they need close monitoring for a variety of reasons. Academic Support Placement is always temporary, and the goal is to “graduate” students from the program as they take more and more responsibility for seeking out academic support on their own.

## ENRICHMENT ACTIVITIES

Each [School](#) aligns its Enrichment Activities, both clubs (e.g., sports, chess, and string ensemble) and events (e.g., school dances), with the interests of their students. The [School](#) Enrichment Activities serve to provide academic, artistic, sporting, and community service opportunities and to expand the options offered by the curricular program. Enrichment Activities are offered in conjunction with academics, and participation in these activities will not be prioritized over academic success. Information on the available Enrichment Activities offered at your [School](#) will be communicated to your student throughout the school year. If further information is required, please make an appointment with the [School's](#) Auxiliary Program Coordinator or Director of Operations.

*Please note: Please see the BASIS DC School Guidebook for more information about the Food Services Programs.*

## EXCEPTIONAL STUDENT SERVICES

As a public school, the [School](#) provides eligible students with disabilities a free appropriate public education (FAPE). Special education and related services are made available to eligible students under individualized education programs pursuant to the Individuals with Disabilities Education Act. Related aids and services are made available to students eligible under Section 504 through 504 plans. Contact the [School's](#) Special Education team for more information on the [School's](#) policies and procedures related to the identification, evaluation, placement, and provision of FAPE to students with disabilities.

# RULES



The [School's](#) academic rigor and high expectations demand an environment that is free from disruption and fosters mutual respect among students and staff members. To accomplish this, the [School](#) has developed clear rules concerning student behavior that are strictly enforced without regard to gender, religious belief, ethnic background, nationality, disability, gender identity or expression, or other protected class. Any violation of rules described within this Handbook is considered a violation of [School](#) rules. Signing the Handbook Acknowledgment as defined in the Handbook Purpose and Handbook Acknowledgment section of this Handbook indicates that both the student and [Parent](#) have read and understood all policies and rules. The Handbook Acknowledgment will be provided by the [School](#).

[School](#) discipline is enforced each school day for all students whenever they are on [School](#) premises or participating in [School](#)-sponsored activities. This policy is enforced wherever and whenever an organized [School](#) event takes place. The [School](#) reserves the right to discipline students for off-campus behavior at [School](#) organized events and for off-campus behavior that disrupts the [School](#) environment.



## CODE OF CONDUCT

- **Promotes respect for fellow students and staff members:** All students are expected and required to behave in a respectful manner toward other students, staff members, and property. In particular, the **School** adheres to a zero tolerance policy toward any language or behavior that intimidates, belittles, or causes physical or emotional injury to others.
- **Promotes respect for all individuals:** The **School** is fortunate to have a very diverse student population from a variety of ethnic, cultural, and religious backgrounds and strives to provide an environment where all students feel comfortable and thrive. For this reason, certain behaviors are strictly prohibited on **School** premises. These include, but are not limited to, the use of derogatory statements in reference to anyone's race, sexuality, gender expression, ethnicity, culture, religious background, disability, or any other classification protected by law.
- **Promotes individual and community responsibility:** Each student is responsible and will be held accountable for their own language and actions. This responsibility extends to any knowledge of misconduct by other students. If a student is aware of misconduct by another student, it is their responsibility to inform a staff member. Withholding such information may be considered a Disciplinary Violation. Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate and will invoke appropriate sanctions against any student who responds to another in a retaliatory manner. Staff members will not tolerate bullying or cheating and neither should students. Please note that plagiarism, defined as the practice of taking someone else's work or ideas and passing them off as one's own, is considered cheating.
- **Provides a safe environment for students:** Threatening conduct of any kind by any medium is not tolerated. It is the responsibility of all students to immediately inform a staff member about any possible threat to student or staff member safety, health, or property that they have observed or have knowledge of. Withholding such information may be considered a Disciplinary Violation.
- **Provides a disruption-free, educational environment:** No student may disrupt another student's learning. Classroom disruptions of any kind may be considered a Disciplinary Violation.



## GENERAL RULES

- Compliance with all federal, state, district, and local laws.
- No possession of weapons, objects that could be used as weapons, or simulated weapons of any kind.
- No possession of drug paraphernalia, devices intended to be used for ingestion or inhalation of drugs or other prohibited substances (e.g., vape pens), or any objects that have been modified to be used to ingest or inhale prohibited substances.
- No possession, use, distribution, or attendance under the influence of tobacco products, drugs (including marijuana), unauthorized prescription medication, alcohol, or any other dangerous, illegal, or controlled substance.
- No physical or verbal aggression against or abuse of persons or property, including abuse of the Communication Journal (e.g., no removing CJ entries or pages).
- No derogatory or suggestive comments about one's own or another individual's sexual orientation.
- No display of sexually suggestive objects or pictures.
- No public display of intimate affection.
- No use of profanity or verbal abuse of any persons.
- No harassment, bullying, or cyberbullying.
- No use of computer equipment or internet network in a way that violates school policies for technology use.
- No chewing gum anywhere on [School](#) premises.
- No possession or unauthorized use of matches, lighters, or explosive materials.
- Compliance with all written rules and procedures provided and/or posted throughout the [School](#) premises, including emergency procedures.
- Compliance with verbal directions of staff members.
- Arrive at class or any required [School](#) activity on time and appropriately equipped.
- Attendance at all scheduled classes and all required [School](#) activities.
- No sale of any products or goods on [School](#) premises or at [School](#)-sponsored activities, except when authorized by a School Director or the Head of School.



- No unauthorized use of the BASIS® name and/or logo. The BASIS name and logo are trademarks protected by state and federal law.
- No unauthorized personal photography or recordings, including video and audio, on the [School](#) campus or during [School](#) events without the written permission of a [School](#) administrator.
- No photos or recordings, including video and audio, taken at the [School](#), whether authorized or not, may be posted on the Internet or in any other public forum without permission from a [School](#) administrator.
- Staff members are authorized to use reasonable physical force in self-defense, defense of others, and defense of property. Staff members will do so in accordance with [School](#) policy and applicable law. The [School](#) may summon law enforcement at its discretion when a student's refusal to obey [School](#) instructions creates a safety threat.

## CLASSROOM RULES

- To enable students to master subject content, the classroom environment must be conducive to learning. Teachers set standards for student behavior and consequences for violating those standards in their classrooms. Specific classroom rules must be compatible with all policies and procedures published in this Handbook and are communicated to students and [Parents](#) via the Course Syllabus. Students must adhere to the following classroom rules:
  - No disruption of another student's education.
  - No eating, drinking (other than water), or chewing anything, including gum.
  - No passing notes.
  - All personal electronic devices (including, but not limited to, games, radios, portable music players, smart watches, and cell phones) must be switched off and out of sight during all academic, extracurricular, and auxiliary programs. The [School](#) discourages students from bringing electronic devices to school and is not responsible for any lost, damaged, or stolen devices.

## TECHNOLOGY RULES

The Code of Conduct and all school/classroom rules apply to online conduct in classes or activities where students use computer equipment to engage on school's educational platforms. This includes compliance with the Technology Use Contract and Internet Safety policies and rules.





## DRESS CODE

The dress code is designed to promote respect for each student as an individual capable of exercising discretion and making responsible choices for their attire. All students must wear clothing that is appropriate to an academic environment and adheres to the following guidelines:

- No clothing may be worn that is not appropriate for school (e.g., revealing clothing, exposed undergarments, etc.).
- No clothing may be worn that features offensive language; derogatory statements about individuals or groups of individuals; references to tobacco, drugs, alcohol or gangs; or wording/graphics that are suggestive of sexual or inappropriate behavior.
- No clothing or footwear may be worn that could threaten the safety or health of the wearer or other students (e.g., shoes with wheels in the soles, or excessively high-heeled or platform shoes).
- Staff members will determine whether a student's attire complies with the dress code and will report any violations to the Dean of Students. The Dean's decision regarding dress code is final. A dress code violation may be dealt with by requiring the student to cover up clothing or turn clothing inside-out, or by requesting that a [Parent](#) deliver replacement clothing to the [School](#). Other measures include confiscation of non-essential items (e.g., hats) as appropriate. Repeated dress code warnings may be considered a major Disciplinary Violation.

## STUDENT PROPERTY ON CAMPUS

The [School](#) strongly discourages students from bringing any personal property including valuables to school that is not necessary to their education programming such as jewelry, electronic devices (e.g., cell phones, game systems, radios, portable music players, etc.) The [School](#) is not responsible for the loss or theft of any item.

Personal computers or tablets in the classroom are allowed only when the teacher gives explicit permission. Use of other electronic devices, including mobile phones and smart watches, during classes, is strictly prohibited. At a minimum, all electronic devices must be switched off and out of sight during classes. Personal items, print media, or electronic media brought to school must never contain nudity, profanity, excessively violent or sexual content or content of a discriminatory or harassing nature. Breach of this rule results in confiscation of the item and may be considered a major Disciplinary Violation. Please refer to the [School's](#) Guidebook for specific policies regarding the use and possession of electronic devices and other student property on campus. For further information on the applicability of this policy to students served by Exceptional Student Services, see the Special Education Policies at the front office and contact the [School's](#) Special Education team.



## PHYSICAL/VERBAL AGGRESSION AND ABUSE

Students must immediately report any aggressive behavior to the nearest staff member, who will assess the seriousness of the problem, stop the offensive behavior, and/or initiate disciplinary consequences.

If a student is the victim of physical aggression, they may use force to defend themselves only if it is necessary to prevent the offender from further aggression. [School](#) administrators have the authority to decide if an aggressive defense is considered necessary or if the student could have diffused the situation by other means (e.g., calling a staff member, walking away).

If a student observes aggression against property, they may try to stop this behavior only if this property damage might put others in immediate physical danger. In any other case, it may be considered a Disciplinary Violation for students to engage in any restraining, retaliatory, or vengeful behavior. Students who witness property damage must report it to a staff member.

If a student engages in a behavior that is offensive or inappropriate, including but not limited to seeking or engaging in physical contact and/or body part exposure, the teacher assesses the seriousness of the problem, stops the offensive behavior, and derives disciplinary consequences for such behavior. Students who persist in inappropriate comments or behavior may be removed from class by an administrator.

Students must observe the [School's](#) policies pertaining to behavior, respect, and anti-harassment/non-discrimination in all interactions with peers and school staff. Students may not engage in speech that is threatening, vulgar, or harassing.

Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate. Sanctions may be invoked for retaliatory offenses, irrespective of the cause.



## HARASSMENT AND BULLYING

The [School](#) will employ the following definition for harassment and bullying: severe, pervasive, systematic and/or continued unwanted and annoying actions by a person or group, including threats and demands, that:

- Places a student in reasonable fear for their personal safety or disrupts, substantially interferes with, or otherwise causes a detriment to the student's educational environment, physical or mental health, attendance, academic performance, or participation in and benefit from [School](#) activities, programs, and services.
- May be based on an individual's actual or perceived personal characteristics such as race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, disability, familial status, political affiliation, etc., or association with individuals who possess those characteristics.

For the [Schools'](#) Racial and Sexual Non-Discrimination/Anti-Harassment Policies and Procedures **refer** to this [Link](#).

Suspected, observed, or experienced harassment or bullying must be immediately reported to a staff member. Failing to report harassment or bullying may be considered a Disciplinary Violation. Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate, and invoke appropriate sanctions against any student who responds to another in a retaliatory manner.

The [School](#) goes to great lengths to prevent bullying, harassment, discrimination, and retaliation of any kind from occurring among its staff, students, and other community members. The [School](#) provides age-appropriate training to all students on these topics each school year. In connection with that training, the [School](#) provides a consent form to all [Parents](#) further emphasizing the [School's](#) commitment to providing a school environment that promotes the equality, dignity, and respect of every student. By completing the form, [Parents](#) read and acknowledge that commitment while indicating their consent for their students to participate in the training. The [School](#) will hold all students accountable for adhering to its rules, Code of Conduct, anti-harassment and discrimination policies, and its prohibition against retaliation, regardless of whether the students' [Parents](#) consent to participation in the training.



## DISCIPLINE POLICY

**School** discipline is enforced each school day for all students whenever they are on **School** premises or participating in **School**-sponsored activities. This policy is enforced wherever and whenever an organized **School** event takes place. The **School** reserves the right to discipline students for off-campus behavior at **School** organized events and for off-campus behavior that disrupts the **School** environment. The **School** may also honor the disciplinary consequences imposed by a student's previous school or deny enrollment based on disciplinary status consistent with all applicable state and federal laws.

If a student is considered an immediate threat to themselves or others, or engages in conduct required by law to be reported to law enforcement authorities, **School** personnel will alert administrative staff and may contact law enforcement as appropriate to the circumstances.

A Disciplinary Violation is defined as non-compliance with any of the sections of BASIS Parent/Student Handbook, the BASIS DC Guidebook, and **School** rules, especially with the Code of Conduct, and may result in a referral to a Dean.

When a Dean referral is made, the student is required to report immediately (or in the time interval indicated by a staff member) to the Dean for a potential disciplinary action. Prior to disciplinary action, the staff member referring the student to the office verbally informs the Dean of the violation or completes a referral report describing the event. The Dean, or a designated person then informs the student of the policies violated, invites the student to explain their understanding of the event, instructs them on disciplinary due process, and decides the remedy or the disciplinary consequences. Consequences of a Disciplinary Violation may include, but are not limited to, the following disciplinary actions:

### Minor disciplinary consequences

- **Notice of Disciplinary Violation:** the student is reminded of the next level of consequences for any subsequent Disciplinary Violation and may be excluded from the class for additional time and required to write a letter of apology or an essay to demonstrate that they understand the nature of the Disciplinary Violation. There is no requirement to inform the **Parent** about this action. In more severe cases, the Dean might request that the student perform additional academic or school service activities during the period of exclusion, before or after school the following day, and/or be excluded from an Enrichment Activity. In this case, the Dean writes a notice regarding the Disciplinary Violation in the CJ and the student is required to obtain a **Parent** signature by the next school day. Failure to follow instructions or obtain the signature may result in more serious consequences.



- **Temporary Exclusion:** the student is temporarily excluded from school spaces, physical or virtual, at the school's discretion, due to a Disciplinary Violation. The student spends an assigned time in a designated area under the supervision of a staff member. During this time, the student may be required to work on additional academic tasks or **School** service activities (usually activities related to the upkeep and maintenance of the **School**). Each exclusion is considered a Dean Referral. Failure to follow instructions during exclusion may lead to major disciplinary consequences.

### Major disciplinary consequences

- **Short-Term Suspension (1–5 school days):** When the **School** is considering imposing short-term suspension, absent extraordinary circumstances the **School** will notify **Parents** and communicate with the student to give them an opportunity to explain their perspective. This conversation may occur immediately prior to the imposition of the suspension. The student must remain away from the **School** premises, classes, and all other **School** activities. Short-term suspension does not excuse the student from any academic work required during the suspension. Suspended students must make up missed assignments to receive credit for them. The Dean will set up procedures to ensure that the student has all the material and information necessary to perform independent study. This material and information will be available for the **Parent** to collect at the end of each school day. The **Parent** may call the **School** front office to verify that new material is available to be collected and to determine when the material will be available. Upon returning to **School**, the student is required to deliver all finished assignments they received during the suspension and coordinate any make-up tests or quizzes with the teacher of each subject. The student must make up these tests/quizzes on dates specified by each teacher.

When the Director of Student Affairs imposes a short-term suspension, the suspended student's **Parent** is informed of the suspension by telephone, in writing, or in person. The **Parent** may be required to remove their student from the **School** immediately, or the Director of Student Affairs may postpone the start of suspension until the next day (or a later date). The Director of Student Affairs may also postpone the final decision regarding the length of suspension due to a pending incident investigation. The **School** reserves the right to suspend, without prejudice, any student subject to such investigation. If a student is subsequently found not at fault of a Disciplinary Violation or the violation proves to be significantly less serious than suspected, they are allowed an opportunity to make up and receive credit for missed assignments; however, there is no other compensation for the time spent on suspension during the investigation (e.g., no private tutoring, no more than regular additional time for make-up work). Once the incident investigation is completed, a conference between the Director of Student Affairs and the **Parent** is required before the student is allowed to return to the **School**.

- **Long-Term Suspension (6 or more school days):** The student must remain away from **School** premises,



classes, and all other [School](#) activities. Long-term suspension does not excuse the student from academic work assigned during the term of suspension. As in the case of short-term suspension, the same procedures are employed to ensure the student has access to adequate resources necessary for independent study. The student might be required to come to the [School](#) after regular hours to take exams and quizzes during their long-term suspension. Prior to any long-term suspension, the student is placed on short-term suspension and the same rules described in the short-term suspension paragraph above are invoked. During the short-term suspension, appropriate [School](#) personnel conducts an investigation of the incident. This investigation will not exceed the length of the short-term suspension absent extraordinary circumstances. Once the investigation is completed, the Vice President of Charter Schools, or designee will select up to three individuals to serve as the Discipline Hearing Committee. These individuals will be unbiased third parties who may be employees of BASIS Ed and who were not involved in the underlying events giving rise to the suspension recommendation. The student and their [Parents](#) will receive written notice of the hearing, which shall include: date, time and place of the hearing; statement of offense(s); parental rights, and list of witnesses, and exhibits expected to be presented at the hearing. The Discipline Hearing Committee will issue a final written decision following the hearing.

- **Expulsion:** The [School](#) permanently withdraws the student's privilege of attending the [School](#). Expulsion is initiated at the recommendation of the Head of School or other appropriate [School](#) personnel, following an investigation of the incident. The Vice President of Charter Schools, or designee will select three individuals to serve as the Discipline Hearing Committee. These individuals will be unbiased third parties who may be employees of BASIS Ed who were not involved in the underlying events giving rise to the expulsion recommendation. The student and their [Parents](#) will receive written notice of the hearing, which shall include: date, time and place of the hearing; statement of offense(s); parental rights, and list of witnesses and exhibits expected to be presented at the hearing. The Discipline Hearing Committee will issue a final written decision following the hearing.

Conduct that may result in suspension or expulsion includes, but is not limited to, conduct that involves the following:

- Violence, force, or threats of violence or force, including targeting or inciting violence against another student, staff member, or volunteer;
- Possession of weapons (e.g. firearms, knives, pocket knives, etc.) or items that are designed to look like weapons, or using or threatening to use an item as a weapon;
- Possession of matches, lighters, fireworks, or other pyrotechnic devices, the threat to use such items, or tampering with or pulling a fire alarm;



- Possession, use, abuse, distribution, manufacture, or being under the influence of substances of any kind (alcohol, tobacco, illicit drugs, prescription medication without a doctor's supervision, etc.);
- Single, severe instances of bullying or cyberbullying;
- Repeated instances of harassment, discrimination, bullying, or cyberbullying;
- Engaging in bullying that encourages a student to attempt or commit suicide;
- Falsifying records or providing false information to staff members;
- Making false accusations, false claims, or hoaxes regarding school safety;
- Serious bodily harm, the threat of serious bodily harm, or the intent to cause serious bodily harm to another;
- Conduct that violates the law;
- Causing another individual to act through the use of threats or coercion including blackmail, hazing, extortion, etc.;
- Repeated instances of conduct that disrupts the learning environment or persistent violations of the Code of Conduct;
- Discrimination or harassment, including conduct motivated by actual or perceived race, color, religion, national origin, sex, gender, disability, age, political affiliation, marital status, family responsibilities, genetic information, source of income, status as a victim, or place of residence;
- Sexual harassment, sexual abuse, lewd or indecent public behavior, whether by word, gesture, or any other conduct;
- Being required to register as a sex offender;
- Inappropriate sexual contact, indecency with a student, sexual abuse, possession or dissemination of student pornography, disseminating or threatening to disseminate sexually explicit photos;
- Retaliating against any student or staff member or volunteer;
- Serious destruction of property, theft of property, or the possession of stolen property;
- Malicious violation of computer use policies, intentional damage to computers, systems, or networks, misuse of personal electronic devices to send or post electronic messages, photos, or videos that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or the illegal misuse of computer networks or devices; and
- Any other conduct deemed to be a significant threat to the orderly administration of the [School](#) and the learning environment.



BASIS DC is committed to ensuring that its student disciplinary actions comply with the Student Fair Access to School Amendment Act of 2018, which limits the duration of out-of-school suspensions for students enrolled at our school and the reasons for which certain students can be suspended or expelled. No students in grades 5–8 will receive an out-of-school suspension or expulsion unless the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person. No student in grades 9–12 will receive an out-of-school suspension or expulsion for a dress code violation, willful defiance, or an incident occurring off school grounds that is not part of a school-sponsored activity unless the student's behavior poses a safety or emotional distress concern. No student will receive out-of-school suspension for chronic tardiness. No student will receive more than 20 cumulative days of out-of-school suspension unless the justification for the suspension meets the criteria set forth in the Student Fair Access to Schools Act. There is no requirement for a parent to meet with the school leaders as a condition for a student to return to school following a suspension.

## **OTHER DISCIPLINARY PROCEDURES**

In general, the [School](#) follows a progressive discipline process. Depending on the severity of the conduct and proposed disciplinary consequence, school staff or hearing officials will determine the disciplinary consequence.

The most common type of Disciplinary Violation is disruptive behavior in the classroom. While such misconduct is generally considered relatively minor, repeat violations may be damaging to the classroom environment and may interfere with the learning process. Therefore, repeated minor infractions may eventually lead to major consequences.

If a staff member announces a disciplinary consequence and the student believes the discipline is unjust, the student may request to contact their [Parent](#) immediately. The Dean will arrange for the student to contact their [Parent](#). The [Parent](#) may elect to pick up the student immediately or allow the disciplinary process to move forward and implement consequences. If the [Parent](#) chooses to pick up the student within a reasonably short time, the student is taken out of their regular program and supervised by the Dean (or a designated staff member) until the [Parent](#) arrives. It is not the Dean's responsibility to be available for a meeting with the [Parent](#) upon their arrival. If the [Parent](#) has questions regarding the incident, they can set up a meeting with the Dean to discuss the issue at a later date. If the [Parent](#) does not honor the student's request to be collected, does not arrive within a reasonable amount of time, or cannot be contacted, the disciplinary process will continue. Generally, a reasonable amount of time means within one hour after the first call has been made; however, the Dean (or, in some cases, the Director of Student Affairs) may adjust based on individual circumstances.

Following a decision on a Disciplinary Violation, a [Parent](#) may request a meeting with the Dean of Students and may ask the Dean for a further explanation of the decision, in writing. The meeting shall occur as soon as





schedules permit, and the [Parent](#) will receive the explanation within 10 school days. Should the [Parent](#) require further information, they may request a meeting with the Director of Student Affairs to discuss the Disciplinary Violation and resulting consequence.

Whenever the Director of Student Affairs imposes a suspension of any length, the [Parent](#) has the opportunity to discuss the incident and the disciplinary decision with the Director of Student Affairs. If the [Parent](#) does not support the decision, they may email their objections to the Director of Student Affairs. The Director of Student Affairs will forward the email to the Head of School. The [Parent](#) will then receive a response from the Head of School within 10 school days, but during this time, the Director of Student Affairs' decision stands. If the Head of School supports the Director of Student Affairs' decision, that decision is final and there will be no further appeal.

## **DISCIPLINE FOR STUDENTS WITH DISABILITIES**

For a student with a disability, when the school changes a student's placement because of disciplinary removals, BASIS DC will conduct a manifestation determination review to determine whether the conduct giving rise to the disciplinary consequence is a manifestation of the student's disability. BASIS DC will then take appropriate action based on that determination pursuant to applicable state and federal law.

All discipline procedures meet the requirements of the Student Fair Access to School Act of 2018, including clarification of how parents can address concerns related to discipline. As such, for BASIS DC the parent must contact the Director of Student Affairs within five (5) business days of the school's notification of the imposed suspension.

## **ACADEMIC INTEGRITY**

The [School](#) takes issues involving academic integrity very seriously. If a student is caught cheating or plagiarizing (or is strongly suspected of cheating or plagiarizing), the student will receive a zero on the assignment, test, or quiz in question, no matter the extent of the cheating. Subsequent violations involving cheating or plagiarizing may result in additional disciplinary consequences.

## **STUDENT DISCIPLINARY RECORDS**

The Dean of Students and the Director of Student Affairs make every reasonable effort to thoroughly investigate, accurately document, and fairly adjudicate all allegations of student misconduct. Disciplinary records related to the current school year are maintained by the Dean in the student's disciplinary file. The student's disciplinary file is made available for inspection by the [Parent](#) upon request. Before a [Parent](#) inspects the disciplinary file, the file will be adjusted to comply with the Family Educational Rights and Privacy Act



(FERPA). In compliance with FERPA, all documents with information pertaining to other students involved in disciplinary events are redacted from the file prior to such inspection. When responding to requests for student disciplinary records and information from law enforcement agencies, court officials, other regulatory bodies, or any external entity, the [School](#) follows state requirements regarding records and the procedures mandated by FERPA.

### **DISCIPLINARY DISCLOSURE**

Colleges and other schools routinely request information from [Schools](#) on disciplinary infractions. When specifically asked, the [School](#) may provide information related to disciplinary incidents that have resulted in an out-of-school suspension or expulsion. The [School](#) does not report disciplinary actions that occurred at previous schools attended. Students who have had disciplinary infractions prior to their Senior Year are expected to respond honestly when completing a college application. The College Counselor will be available to assist in this process. In a student's Senior Year, the [School](#) will report any significant changes in a student's academic status or disciplinary record between the time of recommendation and graduation.

# ATTENDANCE AND HOMEWORK



The [School](#) believes that a student's presence in the classroom is extremely important to success. All documents regarding absences and tardiness are maintained by the [School's](#) Registrar and filed in the attendance binders.

## ATTENDANCE POLICY

To support learning and valuable classroom time, we urge [Parents](#) to align family vacations and other events for which students must miss school with the school calendar. The BASIS DC academic program is very rigorous, so absences of any length are likely to jeopardize academic performance. Students are, therefore, required to attend all classes at all times. If this is not possible, students are required to complete all of the assigned make-up work.

Absences are considered unexcused unless a [Parent](#) excuses them for an acceptable reason, as listed below. Documentation of the excused absence must be received by the school within five days of the date of the absence. [Parents](#) must provide documentation for any absence longer than three days.

[Parents](#) may contact the Attendance Coordinator for more information on BASIS DC's compliance with the District's attendance requirements, including the [School's](#) reporting obligations, as well as what BASIS DC defines as an excused absence.

Excused absences include but are not limited to:

- Illness or medical reasons;
- Medical or dental appointments;
- Visit to a parent/guardian serving in the military immediately before, during, or after deployment;
- A death in the student's family;
- Attendance at a judiciary or other administrative proceeding;
- Observance of a religious holiday;
- Suspension; or
- An emergency or other circumstance approved by the school (with a completed absence approval form).

BASIS DC reserves the right to determine the validity of any excused absence and to make exceptions in extenuating circumstances.

If a student accumulates excessive absences which jeopardize the student's academic success, as determined by the course teacher, the [Parent](#) will be required to meet with the Attendance Coordinator. The



purpose of the meeting will be to determine how to remedy the consequences of the absences to ensure the student's progress. Concrete goals and a timeline will be summarized in an Attendance Support Plan and/or an Absence Recovery Plan. If the student does not follow the goals and timelines of the Plan, the [Parent](#) will be required to meet with the Attendance Coordinator again. If the parent/guardian does not attend a scheduled meeting to address excessive student absences, a plan will be put in place with the student and a home visit will be scheduled by the school.

Unexcused absences in excess of the thresholds establish by local law will require that BASIS DC contact relevant authorities including The Office of the State Superintendent of Education (OSSE), The Child and Family Services Agency (CFSA), and/or the Office of the Attorney General.

## **TARDINESS**

Students who do not arrive to school or class on time are tardy. Students should arrive to school ten minutes prior to their first class. Students should be in the classroom and in their seats when class begins. Under extreme circumstances (e.g., major traffic accidents, adverse weather conditions, sickness, or unexpected family issues), the Dean of Students may excuse tardiness. Students arriving after their class has started may be required to wait in a designated area until the start of the next class. This is often necessary to assure the quality of the education process for other students in the class. Tardiness can cause a student to miss valuable instructional time, and often creates disruption and a distraction to the learning environment for other students; therefore, the Dean of Students reserves the right to take disciplinary action against a student anytime they are tardy. Possible disciplinary actions may include exclusion from Elective (or Optional) Courses or Enrichment Activities, such as field trips or guest lectures. Chronic tardiness may lead to suspension or other disciplinary action.

As tardiness approaches the point of becoming chronic, the Director of Student Affairs informs the [Parent](#) in writing that if the student is late to class again they will be marked as chronically tardy.

## **LATE ARRIVAL, LEAVING FOR PART OF THE DAY, AND EARLY DISMISSAL**

If a student arrives late, it is the [Parent's](#) responsibility to accompany the tardy student to sign in at the front office, provide a written note, or call the front office explaining the reason for the student's late arrival. A student who arrives late to school without a [Parent](#), a written note, or a call explaining the late arrival may be held out of class until their [Parent](#) can be reached to explain the reason for the late arrival.

Students leaving early or leaving for part of a day must be collected and signed out by a [Parent](#) during a passing period and not during class time. If the [Parent](#) does not know when passing periods are, they should call the front office for this information.



A student returning to school after their class has started may be required to wait in a designated area until the next class. This is often necessary to assure the quality of the education process for the students present in the class.

## **STUDY/TRAVEL ABROAD**

BASIS DC is able to reserve a student's enrollment status for up to one academic year to study/travel abroad. Prior approval is required to maintain enrollment status. [Parents](#) must submit a request for approval prior to the enrollment deadline for the next school year. Failure to submit a timely request will result in forfeiture of enrollment status for the academic year in which the student is abroad. A new application through MySchoolDC would then be required should the student seek re-admission at BASIS DC upon their return.

## **HOMEWORK**

Homework is an integral part of the learning process. It is the best way for the student to verify that they understand what was learned in the class and is able to use this knowledge independently. Homework assists students in developing self-discipline, self-direction, and effective study skills.

- **Student Responsibilities:**
  - Listen carefully to teachers' instructions, write down all homework assignments in the CJ, including due dates, and ask questions when something is unclear.
  - Take home all assignment instructions and all necessary materials.
  - Schedule a time to complete homework.
  - Complete homework independently, according to the teacher's instructions.
  - Communicate any difficulties with an assignment to the teacher the following day.
  - Communicate any difficulties with material on which students will be tested as soon as a test is announced.
  - Return assignments and related materials on or before the due date.
- **Teacher Responsibilities:**
  - Communicate homework and testing policies and procedures to students at the beginning of the course.
  - Give clear homework instructions.
  - Notify students at least five school days in advance of any test (quizzes excluded).



- Coordinate testing days with other teachers to ensure students do not have more than two tests in one day (one test per day for courses in grades K–4).
- Monitor and evaluate homework.
- Communicate missing assignments via the CJ.
- Return homework to students in a timely manner.
- **Parent Responsibilities:**
  - Schedule a time for homework/studying and provide an environment that is well-lit and free from distractions.
  - Allow your student to complete work on their own.
  - Communicate with teachers using the student's CJ, email, telephone, or a personal conference when specific academic difficulties arise.
  - Help the student to prioritize assignments and support the improvement of organizational skills over the course of the school year.
  - Promote development of the student's sense of personal responsibility for their education by gradually withdrawing from any participation in the student's organization of their homework and study time.

## **LATE OR INCOMPLETE HOMEWORK**

When students fail to complete homework assignments, for any reason other than an excused absence, it may result in a low or failing grade. When a student displays systematic deficiencies in fulfilling homework responsibilities, it is the responsibility of the [Parent](#) and the [School](#) to help the student develop efficient study skills and the discipline necessary to ensure homework is completed on time. Upon a recommendation from any teacher, the Dean of Students may place a student on the Academic Support Program.

## **INDEPENDENT WORK MATERIAL**

To support the work that students are expected to do at home, teachers distribute worksheets, reading material, and other valuable information in the form of handouts. This material is crucial to support students when studying independently at home, during study time embedded into the regular school day, or during the Late Bird program. It is the responsibility of the student to organize this material as instructed by the teacher (e.g., "insert this handout into your three-ring binder under the Independent Study tab") and be able to produce it when requested to do so. Learning how to organize school supplies and independent work material



is an important skill that students are taught at the [School](#).

To help students develop efficient organizational skills and the discipline necessary to use the Independent Work Material effectively, the Dean of Students, based on the recommendation of any teacher, may place the student on the Academic Support Program.

## **HOMEWORK AND ABSENCES**

When a student in grades 5–8 is absent due to illness, injury, or family reasons, the [School](#) will use Homework Buddies/SPORK (please see your [School's](#) Guidebook for more information). Students in grades 9–12 are expected to organize contact with the [School](#) on their own, but may contact the Dean for assistance in the case of a long-term, excused absence.

## **MAKE-UP WORK DUE TO EXCUSED ABSENCES**

In grades 5–12, each teacher outlines their policy for the completion of missed homework assignments, quizzes, and tests in the Course Syllabus. However, the general policy is as follows:

- The student is responsible for asking the teacher about all missed homework, quizzes, and tests upon return.
- The teacher is responsible for outlining a time schedule for the completion of missed assignments, quizzes, and tests and clearly communicating this information to the student. The time available for completion of assignments depends on the length of absence.
- The teacher may require the student to attend Student Hour sessions to set up a schedule for missed work or to take missed quizzes and tests.
- The teacher identifies which tests and quizzes must be taken during Student Hours.
- The student must complete all homework assignments within the timeline designated by the teacher.

## **CLASSES MISSED DUE TO TARDINESS OR UNEXCUSED ABSENCES**

Students who miss class due to tardiness or unexcused absences may receive a score of zero for any missed assignments, quizzes, or tests. Remedial assistance and credit for any missed assignments, quizzes, or tests is available at the discretion of individual teachers.



## MEDICATIONS

Students may only take medication during school hours if it is essential to maintaining their good health. Staff members are prohibited from giving medicine to a student unless the following requirements are met:

- The **Parent** must submit a medication action plan to the school as described in D.C. Official Code § 38–651.03 which includes written medical authorization, signed by a licensed health practitioner, that states the following information:
  - The name of the student;
  - Emergency contact information for the parent or guardian;
  - Contact information for the licensed health practitioner;
  - The name, purpose, and prescribed dosage of the medication;
  - The frequency that the medication is to be administered;
  - The possible side effects of the medication as listed on the label;
  - Special instructions or emergency procedures; and
  - In the case of self-administered medication, confirmation that the student has been instructed in the proper technique for self-administration of the medication and has demonstrated the ability to self-administer the medication effectively.
- All prescription medication must be in the original sealed container, labeled with the student's name, date, name of medication, dosage to be given, and the pharmacy's prescription number. All prescription medication must be accompanied by an appropriate medication action plan. All prescription refills must fulfill the same criteria.
- All non-prescription medicine must be in its original container. Over-the-counter medications must be labeled with the student's name, date, dosage, and time to be given at school.
- Medication must be brought to the **School** front office by a **Parent** and an Authorization to Administer Medication form must be completed for each medication to be dispensed.
- No more than a one-month supply may be kept at the **School** for any student who receives medication on a regular basis.

Students are strictly prohibited from providing or administering any medication to themselves or any other student. The only exception to this rule applies to students who require anaphylaxis medication (e.g., an epi-pen) or asthma medication; these items may be carried and administered by the student if self-administration





is permitted pursuant to the written medication action plan. The [School](#) will consider any necessary and reasonable modification of this policy on a case-by-case basis for students with disabilities.

To comply with the rules outlined above, a [Parent](#) must come to the front office to complete the appropriate paperwork for any student who requires medication during school hours. Staff members are not authorized to call [Parents](#) for consent to take over-the-counter medications (e.g., aspirin, Tylenol, Tums, cough drops). Written notification of any changes to the medication action plan must immediately be provided to the [School](#) by the [Parent](#) following any changes to the student's treatment. Treatment plans and medication action plans must be updated annually.

At the end of the school year, all remaining medication must be picked up by the [Parent](#). Any medication remaining at the [School](#) one week after the last day of school will be discarded.

### **CONTACT MADE IN THE CASE OF HEALTH ISSUES**

If a student experiences injury or illness during the school day, the [School](#) may contact the [Parent](#). If a [Parent](#) is unavailable, a contact listed on the Emergency Contact form will be contacted. The order of contact may vary from the Emergency Contact form.

It is essential for [Parents](#) to provide reliable emergency contact information. [Parents](#) must inform their [School's](#) front office immediately of any changes in home/work address, home/mobile phone numbers, or emergency contact listings. Anyone listed as an emergency contact is responsible for deciding if, when, and how the student leaves the [School](#) in the event of an illness when a [Parent](#) cannot be reached.

### **SIGNS OF ILL HEALTH: MANDATORY ACTION**

Students experiencing any of the following symptoms should not attend school. Additional requirements may be imposed in accordance with guidance from health authorities. If a student displays any of these symptoms during the school day, the [School](#) will call the [Parent](#) or Emergency Contact to request that the student be collected immediately.

- Fever over 100 degrees. The student must be fever-free for a full 24 hours, without medication, before returning to school.
- Persistent cough.
- Sore throat with fever and/or white spots on the throat.
- Rash with fever indicating signs of chicken pox, measles, etc.
- Nausea, vomiting, or diarrhea. The student must be free from symptoms for 24 hours before returning to school.



- Red, itchy, draining eyes.
- Swelling or pain at a level that may interfere with learning.
- Earache.
- Toothache.
- Head lice.

Students diagnosed with conjunctivitis (pink eye) must be on prescribed medication for 24 hours before returning to school. Students with head lice must remain at home until treated with medical lice shampoo and all traces of lice are gone.

### **REPORTING ILLNESS DURING THE SCHOOL DAY**

If a student comes to the [School](#) front office reporting illness, the office staff may take the student's temperature and notify the [Parent](#) or emergency contact. If the student is not experiencing any signs of ill health covered by mandatory action, or does not have any serious injury, then it is the [Parent](#) or emergency contact's decision to determine whether to collect the student or have the student return to class.

If the office staff is unable to reach the [Parent](#) or emergency contact and the student is not experiencing any signs of ill health covered by mandatory action, or does not have any serious injury, the student will be asked to return to class.

If the student is experiencing any sign of ill-health covered by mandatory action or has a serious injury, and the student has not been collected within a reasonable amount of time (depending on the seriousness of the situation) after the [Parent](#) or emergency contact was notified, or if the [School](#) was unable to reach the [Parent](#) or any of the emergency contacts listed on the Emergency Contact form, the [School](#) will follow the Medical Emergencies Procedures outlined below.

If the [Parent](#) or emergency contact decides to collect the student, the student waits in a designated area, supervised by office staff. If the student has not been collected within 50 minutes and is not experiencing fever, diarrhea, or vomiting, or does not have any serious injury, the student is sent back to class.

The [School](#) has limited options to make sick students comfortable, so students should be collected as soon as possible after the [Parent](#) or emergency contact is notified of illness. Additional requirements may be imposed in accordance with guidance from health authorities.



## MEDICAL EMERGENCIES

In the event of a medical emergency, the following procedures are followed:

- A qualified adult starts first-aid procedures immediately. (All full-time teachers and office staff are trained in basic first-aid procedures.)
- If further emergency aid is required, a staff member will call 911.
- After steps have been taken to resolve the immediate medical emergency, the office staff notifies the Emergency Contact.
- A staff member may accompany the student to the hospital to offer assistance or comfort.
- If a serious injury is not accidental, is self-inflicted, or caused by assault, the police or other proper authority are notified and a report is written.
- If a 911 dispatcher sends an ambulance and the [Parent](#) does not want their student transported by ambulance, the [Parent](#) must cancel the ambulance by calling 911.
- Staff members are prohibited from canceling an ambulance request.

## EMERGENCY PREPAREDNESS

Students and staff will conduct regular safety drills throughout the school year to ensure emergency preparedness.

# SCHOOL SUPPLIES AND MATERIALS



## SCHOOL SUPPLIES

Students are required to come to [School](#) equipped with sufficient school supplies (e.g., pens, pencils, sharpeners, erasers, and notebooks). Students should also come with any additional supplies indicated on the Course Syllabus or communicated to the students in class, the CJ, or the required school supplies list. This requires substantial organizational skills and self-discipline on the part of the student. Learning how to organize their school supplies and independent work material is an important skill every student must master as a part of their education.

To help the student to develop efficient organizational skills and the discipline necessary to comply with the organization of school supplies, the Dean of Students, based on the recommendation of any teacher, may place the student in the Academic Support Program.

## INSTRUCTIONAL MATERIAL

The [School](#) provides students with instructional materials, which students can take home or use during class, independent study time, or the Late Bird program. Students are responsible for the careful handling of all the materials provided to them. All instructional materials furnished by the [School](#) are provided only once. If a replacement is requested by a student or [Parent](#), the [Parent](#) is responsible for the [School's](#) incurred cost to replace the requested item.

## OPTIONAL SUPPLIES AND SUPPLEMENTAL MATERIAL

While all the instructional material necessary for student's participation and success in the academic program is provided to students by the [School](#), the [School](#) may, from time to time, encourage but never require students to purchase supplemental materials that may enhance their learning. Such materials include, but are not limited to: workbooks, resource books (such as novels, anthologies, and dictionaries), software, art supplies, science lab supplies, etc. Families are only required to pay for materials or activities that are necessary for fulfilling optional academic requirements. Optional academic requirements are requirements that are imposed on the student only after the [Parent](#) agrees that the student be involved in the optional program. There is always a free option (with an equivalent academic impact) available to students who opt not to participate in a fee-based optional activity.

**Examples:** Where applicable, the school may ask families to contribute to cover the costs for participation in optional electives (e.g., 3D Art Studio or Robotics). There is always an elective offered at the same time that does not impose any additional financial burden. When the [School](#) organizes an activity or field trip requiring a student's financial participation, the [School](#) always offers a free, on-campus alternative activity during the same time.

# LOCKERS



Where possible, each student in grades 5–12 is assigned a locker at the beginning of the school year for storing books and personal items. Students are required to use the lock provided by the [School](#). Under no circumstances may a lock other than the one assigned by the [School](#) be placed on a locker. This may be considered a Disciplinary Violation. There is a nominal annual locker fee.

Lockers are the property of the [School](#). At no time does the [School](#) relinquish its exclusive control of the lockers, which are provided as a convenience to students. Nonetheless, students have full responsibility for the security of the lockers assigned to them and are responsible for the contents. It is the student's responsibility to properly lock their locker and to keep the lock combination confidential. Sharing the lock combination with other students may be considered a Disciplinary Violation. The [School](#) is not liable for items missing from a student's locker. There is no right to privacy in lockers. Staff members may conduct periodic, general inspections of lockers at any time and for any reason without notice, student consent, or a search warrant.

Students may only use the locker assigned to them by the [School](#). All locker changes or exchanges must be approved by the Dean of Students or a designated staff member. Using a locker other than the one assigned to the student by the [School](#) without approval from the Director of Student Affairs may be considered a Disciplinary Violation.

# COMMUNICATION



## THE COMMUNICATION JOURNAL (CJ)

The CJ is the primary method of communication between [Parents](#), teachers, and staff with regard to a student's academic performance or classroom behavior. CJs are used by students in grades 5–12. Students must bring the CJ to every class, every day. The CJ is essentially a day planner, but it is also the most important tool for students to manage their assignments and to take responsibility for their own learning. Students can purchase the CJ through the school or choose to purchase a similar day planner elsewhere. The CJ available for purchase from the [School](#) is designed to serve specific [School](#) needs. Both students and teachers are trained on how to use it consistently and efficiently so that all homework assignments, quizzes, and tests are recorded. Students are responsible for alerting their teachers of notes from their [Parent](#) and alerting their [Parent](#) of notes from the teachers or the [School](#). If the CJ is lost or missing, the student should inform their [Parent](#) so that a replacement can be obtained. Failure to bring the CJ to [School](#), destroying the CJ, or removing pages from the CJ may be considered a Disciplinary Violation.

## ELECTRONIC COMMUNICATION

Faculty and staff email addresses are available from the [School](#) ParentSquare Directory. [Parents](#) should not use email in the case of an emergency; rather, they should call the [School](#) front office directly. While [Parents](#) may use email to communicate any issues of concern, the demands of the [School](#) staff may limit their ability to address such communication or concerns immediately. Nevertheless, the staff member will acknowledge the communication within three working days and provide information on when the [Parent](#) can expect a full response. If a [Parent](#) does not receive an email response within three working days, the [Parent](#) should inform the Head of School via email of the communication issue. If the Head of School does not address the communication problem within two working days, the [Parent](#) should call the [School](#) front office and schedule a meeting.

[Parents](#) should not request that teachers email assigned homework or due dates for their student. To develop the student's sense of personal responsibility, the [School](#) policy is to provide this information only to the students. As a result, teachers will not respond to these requests. The only exception to this rule is for any student experiencing a long-term absence. Absent students in grades 5–8 are provided with information on missed work and assignments through the Homework Buddy System/SPORK.

Communication on school-provided platforms is for students only. [Parents](#) are required to communicate through modalities mentioned in this section and not through the school-provided student accounts.



## VISITORS TO THE SCHOOL

All visitors must check in at the [School](#) front office and comply with the [School's](#) requirements for entry. If an individual is permitted to enter beyond the general foyer space, as indicated by the [School](#) front office, the visitor is required to wear a visitor's badge at all times. Visitors are not generally permitted to enter classrooms during instructional time.

The [School](#) will terminate visiting privileges for anyone who interferes with academic instruction during the visit or who does not comply with the rules described in this Handbook.

In order to support the dress code and set a good example for our students, visitors to the [School](#) are expected to wear attire corresponding with the [School](#) dress code rules.

Visitors must be 18 years or older. Minors (under the age of 18 and not a [School](#) student) can only enter the [School](#) premises if accompanied by their [Parent](#), invited by the registrar during the student recruiting process, or participating in enrichment events designated as 'open to minors' who are not students at the [School](#).

# STUDENT RECORDS



The [School](#) abides by the relevant laws and regulations (e.g., immunizations). Please see the School Guidebook for more information.

Student records include:

- **Historical records:** Records received from the student's previous school.
- **Attendance records:** Daily attendance records for the current school year and Absence Recovery Plans.
- **Academic records:** All Final Reports issued by the [School](#) in previous years, the last progress report (if the student leaves before the end of the school year), and any official external test score reports.
- **Special education records and Section 504 records.**
- **Discipline records:** Any disciplinary decisions or participation in disciplinary investigations documented during the school year, short and long-term suspension notices, and expulsion notices.
- **Health records:** Immunization records, medication instructions, etc.
- **Parent/Student assurances:** Parent/Student Handbook Acknowledgment, permission forms, etc.
- **Personal records:** Records received from [Parents](#) during the registration or enrollment process, including the Emergency Contact Form.

*Note: [Parents](#) must provide required documentation for enrollment, as required by state and local laws. Failure to do so may impact the student's ability to attend the school.*

- **Parent information:** Information regarding the student's caregiver(s), as identified in the student's registration documents as the person or people with whom the student resides.





## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION

FERPA affords [Parents](#) and students over 18 years of age the following rights:

- The right to inspect and review the student's education records.
- The right to request amendment of the student's education records.
- The right to consent to the disclosure of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School](#) to comply with requirements of FERPA.

## PUBLIC NOTICE REGARDING DIRECTORY INFORMATION

FERPA generally prohibits the [School](#) from releasing or providing access to a student's educational record or personally identifiable information without [Parent](#) consent. The [School](#) may, however, disclose appropriately designated "directory information" without consent, unless [Parents](#) instruct us otherwise in accordance with this section. The definition of directory information at BASIS DC is limited, meaning that information designated as directory information will be disclosed only for specific purposes.

"Directory information" means the student's name, photograph, physical address, grade level, dates of attendance, honors, awards, participation in activities and sports officially recognized by the [School](#), height and weight of athletic team members, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition).

This information will be disclosed for the following purposes:

- For use in the annual yearbook.
- [School](#) publications, including school/class directories, lists, newsletters, fliers.
- For honor roll or other awards or recognition lists.
- Graduation programs.
- Extracurricular programs, including sports rosters, playbills, concert programs, etc.
- Military recruiters and institutes of higher education, for upper school students only.

We take students' privacy seriously and, in strict compliance with FERPA, we do not grant requests for student directory information for commercial purposes.



If, for this academic year, the **Parents** do not want the **School** to disclose any information from the student's educational record without prior written consent, please sign and return an Opt-Out Form, which is available at the **School's** front office.

Please note that the **Parents'** express consent will be sought and obtained before the student is asked to participate in any survey that involves protected survey information as defined by the U.S. Department of Education. Any such survey materials and surveys created by third parties will also be available for **Parent** review upon request.

### **NAME REGISTRATION PROCEDURE**

The official registration must carry the names as recorded on the birth certificate, unless adoption or another legal name change is supported by documentary evidence.

### **CHANGES IN PERSONAL AND HEALTH RECORDS**

It is the responsibility of the **Parent** to inform the **School** promptly of any changes that include, but are not limited to: home address, **Parent** telephone numbers and email address, marital status, guardianship, health status, immunizations, and medication needs. The **Parent** can bring the new documents to the **School** front office (in a sealed envelope if appropriate), mail it to the **School** (addressed to the **School** Registrar), or email the **School** directly. The **Parent** must supply a copy of the document (notarized, if original document is required); the **School** is not required to copy documents and does not have a notary available.



## **BASIS BOOSTERS**

Each [School](#) draws from many neighborhoods and, in some cases, many towns to build its student body. Because of this wide distribution, the [School](#) relies on Booster Clubs. Booster Clubs are not-for-profit, site-specific, parent volunteer organizations that act as the “social glue” between the [School](#) families. By planning and coordinating social events and having a presence at many school-sponsored events, the Boosters provide students with opportunities to meet and socialize outside of the school day and help integrate [Parents](#) into the [School](#) culture.

In addition to fostering the [School](#) community spirit, the Boosters also provide practical help. Booster Clubs have bought and donated classroom supplies and teaching equipment through their own fundraising events and projects. The chairperson of each Boosters group may meet with the Head of School to discuss relevant issues.

[Parents](#) who wish to join or otherwise contribute to the [School](#) via the Boosters should visit the Booster website, which contains information about membership, events, and general news.

## **DONATIONS**

Fundraising initiatives are implemented at the [School](#) level. [Parents](#), relatives, and friends are encouraged to contribute in a variety of ways. BASIS DC is a part of a 501(c)(3) organization (BDC, A Public Charter School, Inc.) so, all donations to BASIS DC are tax-deductible to the full extent of the law. To learn more about fundraising opportunities at BASIS DC, see the [School's](#) “Support Us” web page.

## **GIFT POLICIES**

Staff members are prohibited from accepting gifts of more than nominal value from any member of the community. If [Parents](#) wish to show appreciation for a job well done, please consider making a donation to the Annual Teacher Fund (ATF) or to one of the other fundraising events at the [School](#). [Parents](#) may also support Booster Club initiatives.

## **A COMMITMENT TO FAMILIES WHO CONTRIBUTE TO THE ANNUAL TEACHER FUND**

BASIS DC accepts donations to the Annual Teacher Fund (ATF). All money donated to this fund helps to recruit, retain, and reward valued teachers at BASIS DC. For additional information about the ATF, please **refer** to the “Support” page of the [School's](#) website.



# MISCELLANEOUS

## OPEN MEETINGS

The [School](#) will hold an open meeting as required by applicable law and to address any proposed campus closure or expansion, location change, grade level change, or charter relinquishment. Notice for such meetings will be posted at the [School's](#) front office and announced on ParentSquare.

## ADMISSION PREFERENCE

BASIS DC offers admission preferences in the following priority order: Founder Preferences, Children of Staff, Sibling Attending, and Sibling Offered. Qualifying for a lottery preference does not guarantee a seat.

For Sibling Preference, BASIS DC defines “sibling” as an individual having one or both [Parents](#) in common, including a common [Parent](#) on each birth certificate or official guardianship documentation, or a stepsister or stepbrother that resides under the same roof as the applicant; and where at least one of the students is already enrolled or accepted and planning to attend for the next school year. A student who applies but does not have a currently enrolled sibling but whose sibling has been matched with the school will receive “sibling offered” preference. A student who applies and has a currently enrolled sibling will receive “sibling attending” preference. If sibling status is granted, and the preference granting sibling subsequently withdraws, the sibling preference will be revoked.

BASIS DC does not accept Mid-Year Applications (e.g., any student in the middle of the school year.)

## LUNCH, SNACKS, AND FOOD IN THE CLASSROOM

Each [School](#) facility has different options regarding food services, time designated for lunches, and the area designated for the students to have lunch or snacks. Each [School](#), therefore, has its own rules and information related to lunch, snacks, or food in the classroom, which are posted at the [School](#) site and are detailed in the [School's](#) Guidebook.

## PICKING UP AND DROPPING OFF STUDENTS

Each [School](#) facility has designed its own pick-up and drop-off procedures based on specific [School](#) locations and local traffic arrangements. For information regarding rules related to pick-up and drop-off procedures, please see your [School's](#) Guidebook.



## CARE OF PROPERTY

Students and **Parents** are responsible for the cost of replacing any materials lent to the student by the **School**, which are subsequently lost or damaged through vandalism or negligence. All instructional materials and documents (including syllabi, worksheets, and informational flyers) furnished by the **School** are only provided once. If replacements are requested by a student or **Parent**, the **Parent** is responsible for the **School's** cost to replace the requested item.

## STANDARD DUE PROCESS

For disciplinary decisions in situations not otherwise addressed in this Handbook, described above, a **Parent** may request, in writing, that the Director of Student Affairs review a staff member's decision related to their student. The **Parent** will receive a written response to their request within 20 school days.

For situations not otherwise addressed, if the concern is related to any of the Directors, the **Parent** should send the request to the Head of School. If the concern is related to the Head of School or Head of Operations, the **Parent** should send the request to the Vice President of Charter Schools, or designee. In both cases, the **Parent** will receive a written response to their request within 30 school days. If the **Parent** believes that the **School** violated any charter or other applicable laws or regulations, they may bring it to the **School's** attention and/or directly contact the appropriate charter authorizing or regulatory entity.

## GRIEVANCE PROCEDURES

The course teacher is the first point of contact when **Parents** or students need to communicate about academic issues or a student's wellbeing in a specific course. Any other issues related to general academic performance or a student's wellbeing should be addressed with the student's Dean.

The Dean of Students should address the concern, or will escalate the concern to the appropriate Director. School Directors may be contacted at [directors@basisdc.org](mailto:directors@basisdc.org). If a **Parent** does not believe the Director's response to be sufficient, the **Parent** should contact the Head of School and should expect a response within three business days.

**Parents** of a BASIS DC student who believe that the **School** violated any charter or other applicable laws or regulations, or who is not satisfied with the response of the Head of School or Head of Operations, may bring the issue to the **School's** attention. If a **Parent** is not satisfied with the **School's** response, the **Parent** may contact the Board of Trustees at [boardoftrustees@bdcschools.org](mailto:boardoftrustees@bdcschools.org).



## PARENT FINANCIAL OBLIGATIONS

As a method of recording payments from **Parents** for allowable fees and deposits, the **School** utilizes a third-party payment system. The **School** employs this service to provide clarity in billing, as well as to provide flexibility and convenience for families to deliver payment. In most cases, the **School** is not authorized to collect cash payments or checks. Once a student has secured and accepted a space at the **School**, the **Parent** is required to set up a payment account. This account assures 24/7 access and allows the **Parent** to sign up for any optional activity or additional services for their student.

The **School** may impose the following sanctions against students for non-payment of fees and charges:

- Denying participation in the end-of-year assembly.
- Denying the privilege of obtaining a yearbook.
- Denying participation in enrichment and optional activities.
- Taking legal action against the **Parent**.

## NON-ACCIDENTAL INJURY/PHYSICAL NEGLECT OF A MINOR

**School** personnel are required by law to report any suspected abuse, neglect, and or non-accidental injury of minors to the proper agencies and/or authorities. Failure to report such suspicions or observations may carry a criminal penalty depending on the jurisdiction. Reports are made confidentially to the applicable agency for follow-through pursuant to their protocol. **School** personnel are not allowed to disclose the nature of these reports or subsequent action taken by agencies or authorities to the **Parents**. For more information, **refer** to this [Link](#).



## NOTICE OF NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, BASIS\* does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding BASIS' non-discrimination policies: Beverly Traver, Compliance & Equity Investigator, 7975 N. Hayden Road, Suite B202, Scottsdale, AZ 85258, [beverly.traver@based.com](mailto:beverly.traver@based.com).

\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Charter Schools, Inc., BDC, A Public School, Inc., BBR Schools, Inc., and all affiliated entities.

## EQUAL EDUCATIONAL OPPORTUNITY AND PROHIBITION AGAINST RETALIATION

The [School](#) will not tolerate retaliation against any individual who files a good-faith complaint of discrimination or harassment, on any basis, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the [School](#) will not tolerate retaliation against any individual who participates in the investigation of a harassment or discrimination complaint against anyone else. Any perceived retaliation should be immediately reported to the Associate Vice President of Compliance Services or designee for investigation.

BASIS Ed and BASIS DC will take all steps necessary to ensure strict enforcement of all nondiscrimination and non-retaliation policies, including the racial and sexual harassment policies.

### Disclaimer

The [School](#) has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, district, and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy.

If any part of the Handbook is for any reason held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.

# GLOSSARY



**90's CLUB:** All students in grades K–7 earning a Cumulative Average of 90% or higher for the current trimester (not awarded for students in grades 8–12).

**ACADEMIC TERM:** Starts on the first day of school

**ACCREDITATION:** A voluntary method of quality assurance developed more than 100 years ago by American universities and secondary schools, and designed primarily to distinguish schools adhering to a set of educational standards.

**ANNUAL TEACHER FUND:** An annual opportunity for parents and community members to get involved and invest in the success of BASIS DC. The Annual Teacher Fund is the only major fundraising program we have and the proceeds we raise each year go directly to recruit, retain, and reward high performing teachers.

**BASIS Ed:** Management organization for BASIS Charter Schools, Inc., BBR Schools, Inc., BDC, A Public Charter School Inc., and BASIS Texas Charter Schools, Inc.

**BEST AND BRIGHTEST:** A collection of educational background and teacher biographies for current school year Teachers.

**BOOSTER CLUB:** Parent-run, non-profit, volunteer, organization that supports each school through fundraising events, programs, and activities.

**COMMENDED SCHOLAR LIST:** All students in grades 8–12 earning a cumulative GPA of 3.5 or higher for the current Trimester.

**COMMUNICATED:** The information is conveyed to the [Parent](#).

**DISCIPLINE VIOLATION:** Noncompliance with any of the following: the BASIS Code of Conduct, General Rules, Classroom Rules, Dress Code, Materials Brought to School Rules, Response to Physical Aggression, Abuse of Persons or Property, Verbal Aggression, or Harassment and Bullying.

**DISTINGUISHED HONOR ROLL:** Top 5 percent of students with the highest Cumulative Averages; not awarded for Trimester 1.

**EARLY BIRD:** Before-school program available to all students who arrive at school early.

**FERPA:** Family Education Rights and Privacy Act.

**HEAD OF OPERATIONS:** Responsible for the operations of the [School](#), all school programs complementing the education process (e.g., the Early and Late Bird programs). Manages financial transactions between the students and the [School](#).

**HEAD OF SCHOOL:** Responsible for the overall education process in the [School](#), as well as the school culture and environment. Responsible for ensuring that the education process at the [School](#) matches the scope and quality of the BASIS Charter School Curriculum. Supervises School Directors, faculty, and other school staff-members participating in the education process, and remits payments to suppliers of goods and services.

**HOMEWORK BUDDY:** A student assigned to record daily assignments and class notes for any students that may be absent from class.

**HONOR ROLL:** Top 15 percent of students with the highest averages for the current trimester.

**LATE BIRD:** After school, fee-based, supervised study program for students who cannot be picked up from school at their normal dismissal time.

**MOST IMPROVED HONOR ROLL:** Top 5 percent of students in terms of total percentage improvement between the previous trimester and the current one (not awarded for Trimester 1).

**OECD/PISA:** Organisation for Economic Co-operation and Development/Program for International Student Assessment.

**PARENT:** The student's caregiver(s)/guardian(s) as identified in the student's registration documents as the person or people with whom the student resides.

**PLAGIARISM:** The practice of taking someone else's work or ideas and passing them off as one's own.

**PRIMARY SCHOOL:** Term used for BASIS Charter School grades K–4.

**SCHOOL DIRECTOR:** Positions that include the Director of Student Affairs, Director of Academic Programs, etc. Responsible for educational services delivered to students.





**SENIOR PROJECT:** The program that eligible grade 12 students participate in during the final Trimester of their senior year. For more information about the Senior Project/Senior Research Project requirements and eligibility, please refer to the graduation requirements for your student's cohort.

**SPORK:** A platform all BASIS Charter Schools use to access and organize curriculum, create course syllabi, develop daily lesson plans, make announcements and share homework assignments as well as share and receive content between colleagues and students.

**TARDY:** When a student does not arrive on time to school or to class.

**TRIMESTER (Tri):** Grading period of (roughly) 12 weeks that applies to all grades K–12.

## **ABOUT THE COVER**

The cover art was created by BASIS Scottsdale student, Divya Verma during their fourth grade year, 2022 at BASIS Scottsdale Primary West.



Cover art by  
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BASIS Scottsdale Primary West, 2022

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