

**Options Public Charter School**  
**PARENT/STUDENT HANDBOOK**

**2009-2010**



**Striving Towards Excellence**

**OPTIONS PUBLIC CHARTER SCHOOL**  
**1375 E STREET, NE**  
**WASHINGTON DC 20002**  
**(202) 547-1028**

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## **NO CHILD LEFT BEHIND PARENT NOTIFICATION**

In January 2002 the U.S. Congress passed a new federal education law entitled No Child Left Behind (NCLB). The law requires the state, districts, and local schools to meet specific achievement targets in math and reading, as well as a set of other academic and non-academic indicators. The achievement targets for the District of Columbia last year were 55.41 percent of the students proficient in math and 57.69 percent proficient in reading as measured by the DC CAS Test. All students must meet these targets, including the following populations: major ethnic groups, special education students, limited English proficient students and low-income students. In addition, at least 95 percent of the students enrolled in schools must participate in the state assessments. The school must have a 90 percent annual attendance rate. Together these targets are known as adequate yearly progress.

Based upon preliminary data released by the District **Office of Educational Accountability and Assessment**, Options School did not meet AYP in Reading and Math. Data for all District schools is available on the District website at [www.K12.DC.US](http://www.K12.DC.US). The results for School Year 2009, indicate that 13.99 percent of our students were proficient in Reading and 12.76 percent were proficient in Math. Individual student score reports will be sent home to parents. However, school wide data suggests that many students made significant progress in both Math and Reading and that progress toward proficiency is being made.

As a parent, ***you have the right to either transfer your child*** or select free, appropriate supplemental services (SES) for your child. You may contact the school to find out which District schools met No Child Left Behind proficiency targets and information on the improvement status of District schools is available at the following weblink: <http://nclb.osse.dc.gov/schools.asp>.

SES provide extra help to students in grades K-12 who are eligible for free or reduced lunch and who are determined to be in the greatest academic need. Eligible students can receive tutoring in reading, language arts, and/or mathematics. The services are provided before school, after school or on the weekends from the list of approved tutoring programs in our area that will be available at Back-to-School Night and will be sent home shortly.

Since funds are limited, priority will be given to students who are in the greatest need of academic assistance as determined by DC CAS test scores. We will notify you soon of the District's approved supplemental service providers and more information will be sent home to help you decide if these services are right for you and your child.

In addition, NCLB requires schools to make available to parents information regarding the qualification of their children's teachers. You will be notified if any of your children's content teachers are not highly qualified in their subject area and you may request this information from the school's administrative office at any time.

Our annual No Child Left Behind parent meeting will be held on September 10, 2009

# OPTIONS PUBLIC CHARTER SCHOOL

## 2009-2010 STUDENT CALENDAR

**August 10**

All staff report back to work

**August 10 – August 21**

Summer Institute (All Staff)

**August 24**

First day of school for students  
Last day to provide proof of immunization compliance and proof of residency

**August 24 – September 4**

School Wide Yearly Pre-Assessments (WRAT)

**September 2**

Staff Development  
Students Dismissed at 12:15

**September 7 (holiday)**

Labor Day (School Closed)

**September 10**

Back To School Night (6:00 pm)

**September 18**

Professional Development Day  
No school for students

**September 21-25**

Advisory Midterms

**September 30**

Interim Reports issued

**October 7**

Students Dismissed at 12:15  
Parent/Teacher Conferences  
1:00 pm . 5:00 pm

**October 12 (holiday)**

Columbus Day (School Closed)

**October 14**

PSAT for 11<sup>th</sup> grade only

**October 22-28**

Advisory Finals

**October 29**

End of first advisory  
Records Day  
Students Dismissed at 12:15

**October 30**

Professional Development Day  
School closed for students

**November 2**

Beginning of second advisory

**November 2**

Records Day  
Students dismissed at 12:15

**November 4**

Staff Development  
Students Dismissed at 12:15

**November 11 (holiday)**

Veteran's Day (School Closed)

**November 13**

Report cards mailed

**November 26-27**

Thanksgiving Holiday  
(School Closed)

**November 30-December 3**

Advisory Midterms

**December 2**

Staff Development  
Honor Roll Assembly  
Students Dismissed at 12:15

**December 4**

Interim Reports issued

**December 7**

Parent/Teacher Conferences  
12:00 pm . 7:00 pm  
School closed for students

**December 17**

Winter Concert

**December 21 - January 1**

Winter Vacation (No School for Students and 10 month employees)

**January 4**

School reopens

**January 6**

Staff Development  
Students Dismissed at 12:15

**January 13-21**

Advisory Finals

**January 15**

Professional Development Day  
School closed for students

**January 18 (holiday)**

Martin Luther King's Birthday  
(School Closed)

**January 22**

End of the second advisory  
Records Day  
Students Dismissed at 12:15

**January 25**

Beginning of third advisory

**February 2-4**

PCSB Site Visit

**February 3**

Staff Development  
Honor Roll Assembly  
Students Dismissed at 12:15

**February 5**

Report cards mailed

**February 9**

ASVAB vocational exam  
11<sup>th</sup> grade only (Alt. Date 2/2)

**February 12**

Professional Development Day  
School Closed for students

**February 15 (holiday)**

President's Day (School Closed)

**February 17-23**

Advisory Midterms

**February 18**

Staff Development  
Honor Roll Assembly  
Students Dismissed at 12:15

**February 25**

Black History Program

**February 26**

Interim Reports issued

**March 1**

Parent/Teacher Conferences  
12 pm . 7 pm  
No school for students

**March 3**

Staff Development  
Students Dismissed at 12:15

**March 19**

Professional Development Day  
No school for students

**March 22-25**

Advisory Finals

**March 26**

End of third advisory  
Records Day  
Students Dismissed at 12:15

**March 29- April 5**

Spring Vacation (No School for Students and 10 month employees)

**April 6**

Beginning of fourth advisory

**April 7**

Staff Development  
Students Dismissed at 12:15

**April 3**

Records Day  
Students Dismissed at 12:15 pm

**April 16**

School Closed (DC Holiday)

**April 19**

Report cards mailed

**April 19- 30**

DC-CAS Testing

**May 5**

Staff Development  
Honor Roll Assembly  
Students Dismissed at 12:15

**May 10 - 13**

Advisory Midterms

**May 17**

Parent/Teacher Conferences  
12 pm . 7 pm  
School closed for students

**May 18-28**

School Wide Yearly Post Assessments (WRAT)

**May 31 (holiday)**  
Memorial Day (School Closed)

**June 2**  
Staff Development  
Students Dismissed at 12:15

**June 3**  
Spring Showcase

**June 10 - 15**  
Advisory Finals

**June 16**  
Field Day

**June 17**  
8th Grade Promotional Ceremony  
School In Session For All Students

**June 18**  
Last day for students and teachers  
Students dismissed at 12:15  
Records day for teachers

**June 23**  
Report cards mailed

**June 28**  
First day of Summer School

**Aug. 6**  
Last day of Summer School

<u>Number of Days in Each Advisory</u>		
	<u>Students</u>	<u>Teachers</u>
First Advisory Oct. 29	46	58
Second Advisory Jan. 22	44	46
Third Advisory March 26	41	44
Fourth Advisory June 18	51	52
<b>Total:</b>	<b>182</b>	<b>200</b>

## SCHOOL HOURS

**Middle School: 8:00 – 8:20 (Breakfast) 8:20 am to 3:15 pm (Regular Hours)**

**High School: 8:30 – 8:50 (Breakfast) 8:50 am to 4:00 pm (Regular Hours)**

*The school is not responsible for any student who arrives prior to their assigned breakfast time. If your child walks to school, please check to be sure they are not leaving home too early.*

## **MISSION STATEMENT**

The mission of the Options Public Charter School is to provide a high-quality, unique, educational experience for all students using a child-centered philosophy to address the academic, physical, social, behavioral, and emotional needs of the students. All stakeholders at Options are committed to providing a teaching and learning environment that is sensitive to the differences in students and passionate about helping them develop responsibility for their educational growth.

Teachers are persistent and patient with students with special needs, giving them guidance, structure and support as they address exceptionalities requiring therapeutic special education services. Keeping students in school is an important goal so that upon graduation they are ready to become contributing and productive members of society.

## **GOALS**

- ❖ To improve student attendance.
- ❖ To decrease the number of suspensions.
- ❖ To provide a climate of high expectations.
- ❖ To ensure a safe and orderly environment.
- ❖ To raise the achievement level of all students.
- ❖ To provide appropriate staff development.
- ❖ To increase parental involvement.
- ❖ To develop critical thinking skills in all subject areas.

## **VISITORS**

All visitors must report to the office immediately upon entering the building. They must sign in and receive a visitor's badge which must be worn at all times. At the conclusion of the visit all visitors must report back to the office before leaving to sign out and return their visitor's badge. Former students will not be permitted in the building during regular school hours.

Options Public Charter School has an open-door policy. However, you are strongly encouraged to schedule appointments in advance to meet with your child's teacher, so vital instruction time will not be interrupted for unscheduled meetings. Teachers have planning periods during the day and will even be willing to work with you to arrange after school or before school meeting times to discuss your concerns.

## REPORT CARDS

Report cards will be prepared for each student at the end of each nine-week grading period. Any student in danger of receiving an unsatisfactory grade for a particular grading period will be given a progress report to advise you of his/her status. Moreover, the teacher will recommend very strongly that a parent-teacher conference be held.

## GRADING SYSTEM

Students are rated on the following grading system:

- A = 90 . 100 (Superior)
- B = 80 . 89 (Above Average)
- C = 70 . 79 (Average)
- D = 60 . 69 (Below Average)
- F = 59 . 0 (Failure)

## PROMOTION GUIDELINES

Promotions are defined as the movement of students to a higher grade or course level and will be made at the end of the school year.

- **Any student failing any of the four core subject areas** (Math, Language Arts, Social Studies, and Science) **must attend summer school**. After completion of the summer program they must have received a passing grade, in that subject area, in order to be promoted.
- DCPS mandates that a child must attend a minimum of 152 days of school in order to meet promotion requirements. Therefore students missing more than 30 days of school or more must attend summer school in order to be promoted.
- Grades are averaged over the 4 advisory marking periods.
- Note: Special Education students and 504 students who are meeting the goals of their IEPs or learning plans are eligible for promotion, unless they failed to meet the District's attendance requirements.

### High School

- Options High School students may complete graduation requirements over a three, four, or five year period, depending upon the time and support they need to complete graduation as stated in their Individual Learning Plan.

***The following guidelines shall apply for testing purposes where a grade definition is required:***

- Any student who earns six(6) Carnegie Units by completing content standards of the required courses including units in ninth (9<sup>th</sup>) grade English and Algebra I, shall be eligible to be classified as a tenth (10<sup>th</sup>) grade student.
- Any student who earns twelve (12) Carnegie Units by completing content standards of the required courses including tenth (10<sup>th</sup>) grade English, shall be eligible to be classified as an eleventh (11<sup>th</sup>) grade student.
- Any student who earns eighteen (18) Carnegie Units by completing content standards of the required courses including eleventh (11<sup>th</sup>) grade English, shall be eligible to be classified as a twelfth (12<sup>th</sup>) grade student.

**Graduation: Academic Requirements**

The following course work shall be required of all Options Public Charter High School students in order to receive the high school diploma. At the beginning of 9<sup>th</sup> grade, students will develop an Individual Learning Plan placing the courses they will take to complete high school. This will be done with the assistance and approval of the school counselor.

A total of twenty- four (24) Carnegie Units shall have been satisfactorily completed as follows:

COURSES	UNITS
ENGLISH	4.0
MATHEMATICS - MUST INCLUDE ALGEBRA 1, GEOMETRY AND ALGEBRA II AT A MINIMUM	4.0
SCIENCE	4.0
SOCIAL STUDIES TO INCLUDE WORLD HISTORY 1 AND 2: US HISTORY; US GOVERNMENT AND DC HISTORY	4.0
FOREIGN LANGUAGE	2.0
ART	0.5
MUSIC	0.5
PHYSICAL EDUCATION/HEALTH	1.5
CAREER/VOCATIONAL ELECTIVES	3.5
TOTAL	24
100 HOURS OF VOLUNTEER COMMUNITY SERVICE	

The Executive Director may request specialized or career focused programs or courses of study, which lead to the high school diploma. These courses of study can include academic, performing arts, science and mathematics, career or vocational education focuses or other areas of concentration. The programs or courses of study may require additional coursework.

A student with special needs who does not achieve a diploma shall be eligible to receive a Certificate of Individualized Educational Program (IEP) completion. The

decision to pursue a program leading to an IEP Certificate of Completion shall be made by the IEP team including the parent(s) and where possible, the student. The decision shall be made no earlier than the 9<sup>th</sup> grade and shall be attached in writing to the students Individualized Education Program (IEP).

## HOMEWORK POLICY

Homework is a valuable tool in helping students make the most of their experiences in classes. We give homework because it reinforces what has been taught in class, prepares students for upcoming lessons, and helps students develop self-discipline, responsibility and organizational skills. Homework at Options will be relevant, meaningful, and usually take no more than 40 minutes to complete.

*The concentration of homework each evening will focus on a specific discipline.*

- *Monday night English*
- *Tuesday night Math*
- *Wednesday night Social Studies*
- *Thursday night Science*
- *Thursday night Electives*

This does **not** prohibit other teachers from assigning any standing or short term assignments such as review for a test the following day, reading on a regular basis, and/or continued work on a project.

For homework assistance in the evenings students may use [www.homeworknow.com](http://www.homeworknow.com)

All assignments will be completed by the student and:

- They are responsible for making up homework missed due to absence.
- Homework will be neatly done and turned in on time.

If students choose not to do their homework, the following consequences may occur:

- An additional evening to finish the homework may be assigned before a more punitive consequence, but the resulting score will be lower than if it had been finished when due.
- Students will be required to complete homework during detention, lunch, or during a school incentive or non-academic event.
- PBIS points may not be earned in that area.

Parents are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority, provide necessary supplies and a quiet homework environment, and contact your child's teacher(s) if you notice a problem.

## FEDERAL LUNCH PROGRAM

An application for free and reduced lunch and breakfast is included in the enrollment application. Please keep in mind that we are required to provide a form for every student. All forms submitted will be processed and subject to audit by the State Office. In operation of a child feeding program, no child will be discriminated against because of race, color, sex, national origin, age, disability, political beliefs, sexual orientation, or marital or family status.

All records submitted by parents to establish income availability will be kept confidential.

## DRESS CODE

During school hours and while in the building, students are encouraged not to wear coats or jackets which are designed for outdoor wear. Clothing with inappropriate words, phrases or symbols is not permitted. This includes apparel that promotes or advertises drugs, alcohol, gangs, or illegal activities. Students should be appropriately covered from shoulder to knees, with the shoulders and midriff area covered as well. Clothing should not be transparent, and underwear should not be visible.

Students out of uniform must have a written parental excuse. Any student reporting to school in violation of the dress code will be asked to change into appropriate clothing. Should the student refuse, disciplinary action will be taken and the parent contacted.

MIDDLE SCHOOL STUDENTS ARE REQUIRED TO WEAR TAN OR KHAKI PANTS OR A SKIRT WITH A PLAIN WHITE SHIRT OR BLOUSE

HIGH SCHOOL STUDENTS ARE REQUIRED TO WEAR TAN OR KHAKI PANTS OR A SKIRT WITH A PLAIN BLUE SHIRT OR BLOUSE

Every student is to be neat, clean, and attired in his or her uniform. Parents are expected to ensure that students are dressed in their school uniform each day. Each student is to observe the following rules regarding dress:

1. Students are to come to school with their uniform on, and it is to be worn at all times while on school grounds. **Students will not be permitted to change into uniforms upon arrival to school.**

2. Pants are to be neat, clean, and worn with a belt. They may not be worn below the waist so that undergarments are exposed or the pants sag.
3. Shirts are to be neat, clean, and properly buttoned. They are to be free of inappropriate insignias, pictures, or writing.
4. Dresses and skirts should be of an appropriate length (not more than 1/2 to 1 inch from the knee).
5. No student is excused from the dress code without written permission from the school's administration (i.e. field trips or special events).  
**STUDENTS ARE EXPECTED TO WEAR THEIR UNIFORMS ON HALF DAYS – NO EXCEPTIONS!**
6. Hats are not to be worn during the school day and must be kept in a student's locker. If the student fails to secure their hat at the beginning of the day, it will be confiscated by the staff and held until a parent or guardian retrieves it from the school.
7. Students are prohibited from wearing sunglasses, sweatbands, bandannas, or gloves inside the building.

<b>1<sup>ST</sup> INFRACTION</b>	VERBAL WARNING & PARENT NOTIFICATION
<b>2<sup>ND</sup> INFRACTION</b>	AFTERSCHOOL DETENTION (FOLLOWING DAY)
<b>3<sup>RD</sup> INFRACTION</b>	STUDENT DISMISSAL (WORK IS PROVIDED)
<b>4<sup>TH</sup> INFRACTION</b>	STUDENT DISMISSAL AND MANDATORY RESPONSIBILITY CONFERENCE

# LETTER FROM THE DEAN

## Options Public Charter School “Where Character and Learning Go Hand in Hand”

Dear Parent,

At Options Public Charter School, we believe that a solid behavior management and discipline program is vital to create a therapeutic environment that is safe, structured and promotes student growth and development both academically and socially. The behavior and discipline support plan is not a punitive tool but a systematic and external way to help our students develop internal controls that guide positive behavior. The goal of which is to equip students to think about their future and to successfully interface with their peers and the larger community.

### Principles of Discipline

A core component of behavior and support is fairness and consistency. Students, teachers, parents and administrators are expected to be aware of our overarching goals and expectations for behavior and be positive participants in the process. While there are guidelines that govern the expectations of our students, we believe the following principles:

- Consequences for student behavior will be handled individually.
- Students will be encouraged to problem solve and will live with the consequences of those decisions.
- Students will be given the opportunity to take ownership for their actions and expected to use self-control.
- Students will learn from their problems and challenges.
- Students will be given the opportunity to maintain their respect and self-esteem.
- Consequences, both positive and negative, will be given in a timely manner with genuine consideration of the student's perspective.
- Consequences once invoked should not be bargained or recanted.

Please take the time to review the behavioral support and discipline program with your child. We thank you for giving us the opportunity to partner with you in the development of your child. If you have any questions, concerns, or would like to schedule a meeting, please feel free to contact me on (202) 547-1028.

Sincerely,

Jessica Mathes  
Dean of Students

## **STUDENT CONDUCT CODE**

### **1. Students must demonstrate respect for others at all times.**

- a) Students will refrain from disruptive behavior and profane language.
- b) Students will seek to encourage others. Students will not provoke, tease, or demean others.
- c) Students must be in school uniform and are not permitted to wear hats in class.

### **2. Students will respect the property of the school and the surrounding community.**

- a) Students will not damage, deface, or destroy school or community property.
- b) Students will not consume food or drink outside the cafeteria.
- c) Students will leave the cafeteria neat and clean before leaving for class or recess.
- d) No student is permitted to use the elevator except in the case of an identified disability. He/she must be chaperoned by an administrator or OPCS staff member.

### **3. Students will insure the safety of our community.**

- a) Students will not intimidate, threaten, fight, or assault Options staff or students, nor shall they encourage others to intimidate or fight members of the Options community.
- b) Students may not bring weapons, drugs or alcohol to school, nor may they assist in the concealment of weapons, drugs or alcohol.
- c) Students will not be involved in any theft transactions.
- d) Students will not use or bring to school any incendiary device, including lighters and fireworks.

### **4. Students will follow the established classroom rules and guidelines to create a positive, purposeful learning environment where all students will want to learn.**

- a) Students will participate in all classroom activities.

- b) Students will endeavor to complete all assignments to the best of their ability.
- c) Students are required to be in class on time, unless excused because of illness or other approved activity.
- d) Students are to remain in class at all times while classes are in session, unless excused by a member of the Options staff.
- e) Students must remain in their assigned area during lunch and recess. Students may not loiter in the halls during lunchtime.
- f) Students must remain to the right in the halls when changing classes.

## **SCHOOL RULES AND BEHAVIORAL EXPECTATIONS 2009-2010**

Options Public Charter Schools' rules and expectations are based on a few simple considerations:

**RESPECT SELF  
RESPECT OTHERS  
RESPECT PROPERTY  
RESPECT LEARNING**

Parents and students should review these considerations regularly as the students will be held responsible for following them while at school as well as during all school activities and field trips. More specifically students are expected to follow the rules and expectations of Options PCS. These Rules are known as **THE BIG TWELVE**. They are as follows:

1. Students must wear their uniforms daily. Students may not wear hats in the building.
2. Options Public Charter School is a closed campus. This means that once students arrive at school they may not leave. Students may not leave their class, the school building or the school grounds without permission.
3. Students must use appropriate language. Use of profanity and inappropriate language to include *joning* is prohibited.
4. Students are required to have a hall pass during class time. Hall passes are only given in emergencies. Otherwise students should be accompanied by an adult.

5. Gang, Crew or Neighborhood activities are not allowed on school grounds at ANY time.
6. Alcohol, tobacco, drugs and drug paraphernalia are strictly prohibited on school grounds. The school reserves the right to take action against any student present if the use of any of these occurs. The use, possession, sale, or distribution of any drugs and/or alcohol will lead to referral to the multidisciplinary team meeting and can result in disciplinary actions which may include immediate suspension and possible expulsion from school. The Metropolitan Police Department will also be notified.
7. Students may not use walkmen, radios, iPods, an MP3 player, tape players, beepers, or other electronic devices to school. Students will be required to turn in cell phones upon entering the school and it will be returned at the end of the day. Violation of the above rule will result in the items confiscation and parents will be required to pick up the item from the Dean's Office. Repeat offenders will receive a consequence which may include exclusion from school related activities.

**The school is not responsible for any lost, stolen, or damaged equipment**

8. Outside food and drink is not permitted in the classroom during instructional time. Any such item will be confiscated and discarded.
9. Theft, extortion or possession of stolen articles is prohibited.
10. Harassment of a student by another student is prohibited and subject to disciplinary action. Harassment includes sexual harassment (unwelcome advances, verbal, visual or physical conduct of a sexual nature), joning, intimidation, or threatening to cause bodily injury to another student.
11. Fighting is prohibited. Students involved in fights are subject to arrest by Metropolitan Police Department. The school may take disciplinary action for any fights that occur in transit to and from the school. Students who instigate, take action to cause, or promote fighting may be subject to the same consequences as the individuals involved in the fight. Students who fight are required to attend mediation and character education sessions.
12. Students may not possess, distribute, receive, seek, sell, trade or use a knife, firearm or weapon at any time. The use, possession, sale, or distribution of any knife, firearm or weapon will lead to referral to the multidisciplinary team meeting and can result in disciplinary actions which may include immediate suspension and possible expulsion from school. The Metropolitan Police Department will also be notified.

Failure to report to the Dean's Office with a referral or failure to serve detention may result in additional consequences including exclusion from incentive based activities or assignment to in school separation.

## **DISCIPLINE/SCHOOL INCENTIVE PLAN**

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all . students, teachers, administrators, staff and community members . show pride by doing our share to make Options Public Charter School a better place in which to learn and work. The ultimate goal of the staff is to develop self-discipline in all students with the reinforcement of school-wide values:

- Respect Self ⇔ Character education
- Respect Others ⇔ Citizenship
- Respect Property ⇔ Community involvement
- Respect Learning ⇔ Collaborative learning environments

Students who demonstrate growth in character development and healthy behaviors receive a variety of positive rewards to include:

- Student of the Month
- PBIS Point Sheets
- Verbal Praise
- Classroom Rewards
- %Good News+Postcards
- Quarterly Incentives
- Special Trips
- End of the Quarter Awards
- End of the Year Trip

# GUIDELINES FOR STUDENT BEHAVIOR

## Behavioral Guidelines

*Every attempt is made to work cooperatively with students and parents in order to confront and solve classroom problems. Below is a guideline for behavioral expectations, classroom interventions and possible consequences.*

<b>Level 1:</b> Behaviors that impact self and interfere with the learning of others	<b>Level 2:</b> Behaviors that affect an orderly environment	<b>Level 3:</b> Harmful/Illegal Behaviors
<ul style="list-style-type: none"> <li>-Talking out</li> <li>-Profanity</li> <li>-Inappropriate Noises</li> <li>-Out of seat and interfering with others learning</li> <li>-Consistently not following directions</li> <li>-Violating the Personal space of others</li> <li>-Talking back to adult</li> <li>-Outside food or drink</li> <li>-Out of uniform</li> <li>-Inappropriate touching</li> </ul>	<ul style="list-style-type: none"> <li>-Throwing things</li> <li>-Cheating</li> <li>-Forgery</li> <li>-Inappropriate language</li> <li>-Disrespect to others</li> <li>-Leaving room without permission and/or pass</li> <li>-Disruptive hallway behaviors</li> <li>-Banging on window</li> <li>-Profane hand gestures</li> <li>-Bullying</li> <li>-Refusal to Surrender</li> <li>Electronics</li> <li>-Harassment</li> </ul>	<ul style="list-style-type: none"> <li>-Actions that cause harm</li> <li>-Stealing</li> <li>-Weapons</li> <li>-Spitting on others</li> <li>-Sexual behaviors</li> <li>-Throwing furniture</li> <li>-Threatening to do injury to person or property</li> <li>-Vandalizing school property</li> <li>-Verbal/Physical Assault Staff</li> <li>-Verbal/Physical Assault Student</li> <li>-Leaving School Grounds/Building</li> <li>-Drugs, Alcohol, Drug Paraphernalia</li> <li>-Gang, Crew, or Neighborhood Activity</li> <li>-Instigating or promoting fighting</li> <li>-Inappropriate computer use</li> </ul>
<p><b>Classroom Interventions</b></p> <ul style="list-style-type: none"> <li>-Eye contact</li> <li>-Proximity</li> <li>-High levels of supervision</li> <li>-Discussion about expectations</li> <li>-Verbal warning</li> <li>-Pre-teaching of expectations</li> <li>-Re-teaching of school rules/expected behaviors</li> <li>-Link rewards to appropriate behaviors</li> <li>-Consultation with grade level teams/school counselor/school psychologist/ for classroom/individual behavior management ideas</li> </ul>	<p><b>Classroom Interventions</b></p> <ul style="list-style-type: none"> <li>-Eye contact</li> <li>-Proximity</li> <li>-High levels of supervision</li> <li>-Discussion about expectations</li> <li>-Verbal Warning</li> <li>-Pre-teaching of expectations</li> <li>-Re-teaching of school rules/expected behaviors</li> <li>-Link rewards to appropriate behaviors</li> <li>-Consultation with grade level teams/ school counselor/school psychologist for classroom/individual behavior management ideas</li> </ul>	<p><b>Classroom Interventions</b></p> <ul style="list-style-type: none"> <li>-Eye contact</li> <li>-Proximity</li> <li>-High levels of supervision</li> <li>-Discussion about expectations</li> <li>-Pre-teaching of expectations</li> <li>-Re-teaching of school rules/expected behaviors</li> <li>-Link rewards to appropriate behaviors</li> <li>-Consultation with grade level teams/ school counselor/school psychologist for classroom/individual behavior management ideas</li> </ul>
<p><b>Consequences may include</b></p> <ul style="list-style-type: none"> <li>-Timeout in room or w/BS</li> <li>-Informal Talk</li> <li>-Parent contact</li> <li>-Loss of privileges</li> <li>-Behavior contract</li> <li>-Responsibility conference</li> <li>-Detention</li> </ul> <p><b>*3<sup>rd</sup> Infraction will result in discipline conference with student. Referrals should be submitted to Behavioral Specialist daily</b></p>	<p><b>Consequences may include</b></p> <ul style="list-style-type: none"> <li>-Timeout in room or w/BS</li> <li>-Parent contact</li> <li>-Loss of privileges</li> <li>-Behavior contract</li> <li>-Responsibility conference</li> <li>-In School Separation (ISS)</li> <li>-Community Service</li> <li>-Suspension</li> <li>-Early Dismissal</li> </ul> <p><b>*Students should be referred to the Behavior Specialist at the teacher's discretion</b></p>	<p><b>Consequences may include</b></p> <ul style="list-style-type: none"> <li>-Responsibility Conference</li> <li>-Early Dismissal</li> <li>-In School Separation (ISS)</li> <li>-Community Service</li> <li>-Alternative Learning Center (ALC)</li> <li>-Out Of School Suspension (OSS)</li> <li>-Expulsion</li> </ul> <p><b>* IMMEDIATE Referral to the Dean of Students</b></p>

**\*Infractions include but are not limited to the above listed. All suspensions require re-entry meetings with Dean of Students or designee, teacher, behavior specialists, school clinician and legal guardian only.**

## **DISCIPLINARY ACTIONS**

Students involved in inappropriate behavior are subject to disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials.

### **INFORMAL TALK**

School personnel will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The parent may be notified.

### **LOSS OF PRIVILEGES**

Inappropriate behavior may result in a restriction of a student's privilege to participate in playground, cafeteria or specific special activities.

### **DISCIPLINE CONFERENCE WITH STUDENT**

A conference is held with the student, the Dean of Students (or designee) and/or the teacher to discuss the inappropriate behavior and discuss and develop a plan for changing the student's behavior. The parent may be notified.

### **TIME OUT**

Time out is when the student is assigned by the teacher to a location removed from his/her classmates. This may be within the classroom or in a designated classroom.

### **RESPONSIBILITY CONFERENCE**

The parent/guardian (only) is required to attend a conference with the student and school personnel to discuss the student's inappropriate behavior and develop a plan for changing the behavior. The student is removed from the classroom until the conference is held.

### **DETENTION**

A student may be detained after school to make up work or for disciplinary reasons. The parent will be notified about a student's detention, and arrangements for travel from school to home will be discussed with the parent before a student is kept for detention.

### **IN-SCHOOL SEPARATION**

In-school separation (ISS) may be imposed. Students may be placed in ISS for a class period, half day or for one or more days. The student is removed from the regular classroom setting and is assigned to a location isolated from his/her classmates. Class assignments will be given to a student placed on ISS. The parent will be notified for students who serve ISS a half day or more. A responsibility conference may be required before the child can return to the classroom.

### **ALTERNATIVE LEARNING CLASSROOM**

The Alternative Learning Classroom (ALC) is an alternative to out of school suspension and may be imposed for 1 or more days. The student is removed from the regular classroom setting and is assigned to the ALC. Class assignments will be given to a student placed in the ALC. ALC hours are from 8:45am to 3:30pm for Middle School and 9:15 am to 4:15 pm for High School. Students who are assigned to ALC must enter school building at designated check-in point and must remain on location for the duration. A responsibility conference will be required before the child can return to the classroom.

### **SHORT TERM SUSPENSION**

The student is subject to a suspension of 5 school days or less. During that suspension, the student is not permitted on school property or at school functions.

### **LONG TERM SUSPENSION**

The student is subject to a suspension of 5 school days or more. During that suspension, the student is not permitted on school property or at school functions.

### **EXPULSION**

Expulsion means the permanent withdrawal of the privilege to attend OPTIONS PUBLIC CHARTER SCHOOL. Due Process will be exercised.

## **TEACHER RIGHTS/RESPONSIBILITIES AND DUE PROCESS**

The teacher has the right and responsibility to maintain order in the classroom and while on field trips. In all disciplinary related incidents, due process will be exercised. The following is a summary of due process procedures:

- A. The School Administrator responsible for implementing disciplinary action shall confer with the student who is under consideration of suspension advising the student of the reasons for the proposed suspension and the evidence in support of those reasons and providing the student an opportunity to respond and to present evidence regarding the reasons for the proposed suspension.
- B. When a student is suspended, notice shall be given to the parents the day of the infraction. A written notice shall include the reasons for the suspension and the duration of the suspension.

Should the parent or legal guardian wish to appeal a suspension, it is their responsibility to contact the Dean and make themselves available to meet with the Dean or Principal within 5 days of recommendation.

- C. When an administrator recommends to the Principal that a student be expelled, the student's parents or legal guardian shall be notified of the

recommendation, the reasons for it, and the date of which a hearing will be conducted.

- D. Parents have the right to request a review of the expulsion and student's discipline records on or before the Principal's expulsion hearing.
- E. The Board of Trustees shall review the report of the Principal regarding the appeal of a suspension or expulsion and may affirm or overrule that decision.

## **CLASSROOM CUT AND TARDY POLICY**

Options Public Charter School is a closed campus where students are expected to remain in supervised areas at all times, except when they have an approved school pass. Any student found in an unsupervised area is subject to the cut and tardy consequences listed below.

Students have 3 minutes (Middle School) and 5 minutes (High School) to transition between classes. Students arriving to class after the bell or not in attendance may be deemed tardy.

### **STUDENT CONSEQUENCES:**

1 <sup>st</sup> Infraction	Teacher detention
2 <sup>nd</sup> Infraction	After school detention
3 <sup>rd</sup> Infraction	ISS the remainder of the day/attendance contract
4 <sup>th</sup> Infraction	Parent/Guardian conference
5 <sup>th</sup> Infraction	Parent/Guardian chaperone (1/2 or whole day)
6 <sup>th</sup> Infraction	Alternative Learning Center
7 <sup>th</sup> Infraction	Out of school suspension

## **SEARCH AND SEIZURE**

Lockers, desks or storage places provided for student use are, and remain at all times, property of Options Public Charter School. These areas and their contents, are subject to random search at any time. Administrators are authorized to conduct reasonable inspection of students, their property, and the items they bring to school to insure the safety and security of all community members.

Action will be taken if in the course of such action we discover evidence that a law or school rule has been violated.

Please take time to talk to your children and encourage them to consistently follow school rules, policies, procedures, and above all to always exert their best efforts so that they can avoid having to deal with consequences such as detention, suspension, or expulsion.

## **DELAYED OPENINGS**

Options Public Charter School will follow the District of Columbia Public Schools schedule. When schools are closed in the DCPS, Options will be closed. In the event that this changes the radio or television broadcast will state that Options is open. If nothing is stated you follow DCPS. When weather conditions are severe, please tune into your local radio or television news broadcasts to learn about possible delays in the opening of school. Sometimes we open one hour late and other times we may open two hours late. Once again you follow the DCPS announcement, unless a the broadcast clearly makes a separate announcement for Options Public Charter School.

## **EMERGENCY PLANS**

It is important that you make plans in advance for your child's care in case school is dismissed early. You will be contacted through the emergency contact number located in your child's file if there is an unscheduled early dismissal. For this reason, it is important to update the office of any new or changed telephone numbers. We urge you to make some decisions now, before the emergency, so that your child will know where they are to go during such situation. A written record of that plan will be required so that it will be available if needed.

**We cannot release your child with someone other than the parent/guardian unless we have recorded permission for such a release. This precaution is in the interest of maintaining your child's security.**

## **EARLY DEPARTURE**

We encourage you to schedule your child's doctor and dental appointments outside the school day. If this is not possible, please send a note to the teacher advising of the expected time for departure. It will be necessary for you to come to the office to sign your child out of school. A teacher will NOT release a child to anyone without authorization from the office. This is in the interest of maintaining your child's security in school.

## HEALTH RECORDS

Parents are required to submit their child's medical records and evidence that they have complied with all District of Columbia health regulations for their child. Should a parent fail to comply with these regulations, the child will be excluded from school until such time as the school receives evidence of compliance.

## SICK CHILDREN

Students are required to be in school every day; however, sick children should not be in school. When children become too ill to be returned to class, we must then contact the parent or guardian to come and take them home. In addition, please be advised that if a child should develop a communicable disease such as chicken pox, ringworm, etc., they are not allowed to attend school until cleared by a medical physician through written notice

## MEDICATION IN SCHOOL

We urge you to dispense all medications at home. If prescription medications must be brought to school, it must be left with the nurse or school office. Prescription medication requires a written permission form from a physician, authorizing us to allow the child to take the medicine in school.

## ABSENCES

Please call the office to advise us if your child will be absent from school. This assures us that your child is safe at home and keeps us abreast of what sickness may be prevalent in our school community. When your child returns to school after an absence, please send a note to the homeroom teacher advising them of the reason for absence. This is a requirement in order for the absence to be excused.

**Unexcused absences impact student grades and may result in a referral to Child and Family Services.**

In order to address the problems of truancy and patterns of absenteeism throughout DCPS, we are required to take action whenever the following guidelines are violated:

1. Early dismissals and half-day schedules by reinforcing that students shall remain in school until the official close of the school day at 3:15 pm unless such dismissal is related to a lawful reason for absence.
2. Secondary students with five or more unexcused absences in a class during a single advisory will receive a grade reduction in that subject and secondary students with 10 or more unexcused absences in any class

during a single advisory will receive a grade of %A+(failure due to absences) in that subject.

3. Establishes the number of unexcused absences . 30 or more . that will cause elementary and secondary students not to be promoted.
4. Establishes that certain unexcused absences shall be referred to the Student Support Teams, the Child and Family Services Agency, Office of the Attorney General or D.C. Superior Court for suspected educational neglect.

Before allegations of neglect are called in, Options Public Charter School will exhaust all interventions with the parent and student. The following are the interventions that will be carried out and documented by the school:

- After a child has **one (1) unexcused absence**, schools should attempt to contact the parent or guardian through either a phone call or a letter within 24 hours or the next business day of the unexcused absence.
- After a child has **three (3) unexcused absences**, schools should conduct an absence investigation. The investigation must include a log of attempts to contact the parents or guardians through a phone call as well as a certified letter and first class mail, outlining the attendance requirements and sanctions of the compulsory school attendance law.
- After a child has **five (5) unexcused absences**, the student should be referred to the %school attendance committee+ for the development of an Attendance Intervention Plan. At this time, the parent or guardian should be requested to attend a truancy conference, and the school should continue to engage the parents/guardian.
- After a child has **ten (10) unexcused absences**, a home visit will take place and the Attendance Intervention Plan will be revisited. The parent or guardian will also be notified of the final consequence which is listed below.
- After a child has **fifteen (15) unexcused absences**, the school should initiate a call to CSS/CFSA to report the student. When a report is made, schools must demonstrate its efforts to ensure that the parent had knowledge that the child has been absent from school without an excuse and has violated the compulsory school attendance law. (Note: schools should not notify parents when a CSS/CFSA referral has been made for abuse or neglect- including educational neglect, as it may compromise the course of the investigation.)

When referring cases to CSS or CFSA, Options Public Charter School will produce evidence that it has made attempts to the parents to bring the child to school and to persuade the child to go to school. This evidence will be sent in a package to CSS/CFSA and should include and not limited to:

- Documentation of the types of interventions performed by the school, including contact(s) and date(s)
- Copies of parental notification of unexcused absences (letter), correspondences to/from/with parent/guardian
- Documentation of truancy conference, if applicable
- A letter to CSS/CFSA stating the truancy referral on school letterhead
- Student enrollment form
- DC Residency Verification form
- Evidence of student absences (student attendance)
- Attendance contract
- Current IEP (if applicable)
- Copies of previous report cards

## **TARDINESS**

Classes for the **Middle School** are held from 8:30 am . 3:15 pm. The doors of the school are opened at 8:00 am to admit student who choose to participate in the breakfast program. Classroom instruction begins at 8:45 am.

Classes for the **High School** are held from 8:50 am . 4:00 pm. The doors of the school are opened at 8:30 am to admit student who choose to participate in the breakfast program. Classroom instruction begins at 8:50 am.

Parents sending their child to school after 9:30 am must call in advance and send a letter authorizing their child's absence. Students arriving after 9:30 must sign in at the late desk or the main office. If the school is unable to reach the parent or emergency contact to determine the reason for the lateness, the student will not be allowed to participate in normal school activities and may be assigned to an alternative setting until the parent can be reached.

- 1<sup>st</sup> Unexcused Tardy - Detention
- 2<sup>nd</sup> Unexcused Tardy . Afterschool Detention (time is equivalent to the number of minutes late)
- 3<sup>rd</sup> Unexcused Tardy- Immediate Dismissal and Responsibility Conference

Frequent tardiness will result in an attendance conference, disciplinary action may be taken, and where necessary a referral will be made to Child and Family Services.

## **FIELD TRIPS**

Field trips are an important extension of our school curriculum. In order for your child to benefit from these activities, appropriate behavior from all students is necessary. Options Public Charter School reserves the right to prohibit students

from attending field trips recreational because of disruptive behavior. Students who exhibit disruptive behavior **MUST** have a parent/guardian chaperone to attend academic trips. Homework may be assigned to excluded students in order for them to make up missed assignments and gain the insight other students learned by participating in the activity. Parent permission slips will be signed in advance. Students will travel by school vehicles, charter buses, or public transportation only. All eligible students will receive a permission slip that must be completely filled out and returned by the requested date. Any student who does not have that written signed permission slip will not be permitted to go. No verbal permission or phones confirmations will be permitted.

## **PARENTAL/GUARDIAN INVOLVEMENT**

Options Public Charter School strongly advocates for parental and/or guardian involvement. We believe that parental support is an integral part of student success. Therefore, we will make every effort to keep you informed of your child's progress. Keeping the lines of communication open is important to us and this can be better assisted by informing the school registrar when any contact information (i.e. phone numbers, addresses etc.) has been changed. In addition the legal guardian(s), as noted in the student file, will be the sole person of contact unless otherwise stated through written notice.

The school is always in need of parent volunteers. Your assistance is needed throughout the school including classroom, office, cafeteria, recess, etc. Everyone's active participation is needed to help Options Public Charter School continue to achieve its goals and to ensure your child's academic and social success. Remember, together we can!

## **PARENT TEACHER'S ASSOCIATION (PTA)**

All parents are encouraged to become active members of Options Public Charter School's PTA as a means to support the school's overall efforts.

## **BUILDINGS AND GROUNDS**

The task of maintaining a clean, safe environment is made more difficult if students disregard the condition and appearance of the campus. Each student is responsible for doing their part to keep the school clean and free of litter, graffiti, and acts of vandalism. If in violation of the above, the student(s) will be required to perform community service to remedy the incident (refer to the behavioral guidelines on page 15 under Level III)

## **CAFETERIA**

The cafeteria is open for breakfast from 8:00 AM until 8:50 AM and for lunch from 11:30 AM until 1:00 PM. It is intended to be a pleasant place in which students may eat, socialize and relax. Students are expected to:

1. Treat everyone with respect.
2. Speak quietly at all times.
3. Pick up all trash and put it in the proper container.
4. Ask permission to leave their seat or to leave the cafeteria.
5. Refrain from throwing anything.
6. Keep all food and drink in the cafeteria only.

## **CLASSROOMS**

Students are not permitted in classrooms unless a member of the faculty is present. Students found in an unsupervised classroom are considered to be cutting class. Students will be held accountable for any inappropriate or destructive behavior.

## **HALLWAYS & STAIRS**

Students will enter and exit the school quietly. Profanity, yelling, running, littering, pushing and shoving will not be tolerated. Hallways are to be kept quiet during class. Classes should not be disturbed by noise from students moving from one area of the school to another. During class changes students are required to maintain reasonable noise levels and walk on the right side of the hallway.

## **ELEVATOR**

No student is permitted to use the elevator except in the case of an identified disability or medical condition. He/she must be chaperoned by an administrator or OPCS staff member.

## **LOCKERS**

Subject to availability, the homeroom teacher may assign a locker to each student at the beginning of the school year. Each student is responsible for cleaning and maintaining his or her locker. All lockers remain the property of the school and are subject to search at any time. Students must pay for lost or damaged locks. The only locks that may be used are school locks. In order to protect personal belongings, each locker must be kept locked and the combination numbers used only by the assigned student. *Do not share lockers or combination numbers!* Students violating the locker policy should expect disciplinary measures.

## **INTERNET POLICY**

All Internet Access at Options will be governed by filtering technology. Filtering will prevent students and staff from accessing electronic material and visiting Internet Web sites that are considered inappropriate and include, but are not limited to, electronic materials and Web sites that pertain to crime, violence, intolerance, obscenity, profanity, rude and disrespectful language, pornographic, inflammatory, threatening, and abusive text, graphics, and photo/video imagery.

It is the mission of the Options to provide educational programs and resource services that best meet the individual strengths and needs of each student. An effective middle/high school experience provides an environment for children where they can best develop positive attitudes about themselves and their responsibilities to the family and to society as a whole.

Users of OPCS technologies are advised that the computer network is established specifically for educational and administrative purposes, is a shared resource that it is not for personal, commercial, profitable, religious, and political use. Furthermore, great care will be taken by OPCS network administrators and teachers to ensure that student users do not use the technology in violation of this policy.

Misuse of the communications systems and OPCS technologies or other information resources may result in the loss of computing and/or network accessibility. This includes attempts to circumvent group policies, network filters, or other tools used to insure both network and internet security. Such misuse can be prosecuted under applicable statutes.

The internet is an added academic tool used as an extended function towards your child's overall success. Violation of this privilege (such as personal email, social websites like Myspace , downloading, and/or pornography) will result in disciplinary action which can lead to in the discontinued use of computers for an undetermined amount of time.

Student users will not post or transmit photographs or personal contact information about themselves and others.

Student users will not agree to meet in person with anyone they have met or corresponded with online.

## **NEIGHBORHOOD**

Students are expected to be courteous, friendly participants in the local community surrounding the school. Students must follow school rules and behavior guidelines while traveling to and from school. The school will hold students accountable for any actions in the neighborhood which violate school policies.

Please complete the forms on the following 3 pages and return them to the main office. Thank you, Ms. Jenkins.

## PARENT COMMITMENT FORM

2008-2009

I have read and discussed with my child the student/parent handbook. I, along with my child, agree to abide by the rules, policies, and procedures set forth by Options Public Charter School. I am committed to working with the staff of Options to assist with the successful education of my child and to continue the forward movement of the school.

I will work with the school in support of my child's education and will participate in school events, conferences, parent surveys and other functions.

Please sign and return this page to your child's homeroom teacher, **no later than September 4<sup>th</sup>**, indicating your receipt and acknowledgement of this parent/student handbook.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent E-mail Address: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PROTOCOL FOR PHYSICAL RESTRAINT

Options Public Charter School provides multi-layered educational services to students receiving both general and special education services. Since we provide full time, therapeutic, special education services we rely on the use of preventative strategies to reduce the risk of crisis. This includes the use of non-physical de-escalation techniques as the primary form of intervention.

Options Public Charter School reserves the right to insure your child's safety and protect the school environment through the use of therapeutic physical restraint pursuant to DCMR, Title V: §2403.6: by which

The nature and amount of physical contact reasonably necessary for self-defense, the defense of others, protection of the educational environment, or to regain or maintain order [shall be] (1) taken as a last resort after all reasonable means had been exhausted, and (2) the least intrusive means of controlling the situation.

If a therapeutic physical restraint is needed to remove or restrain a student, a staff member trained in Therapeutic Aggression Control Techniques (TACT-2) will provide the intervention.

A clinician or the Clinical Director may be contacted to further assess the need for counseling and the parent will be notified of the incident prior to the close of business.

---

I have read the school's policy for physical restraint and understand that therapeutic, hands on restraint techniques may be used to de-escalate a crisis which threatens the school's educational environment.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## HOMWORK POLICY

Dear Parents/Guardians and Students:

Homework is a valuable tool in helping students make the most of their experiences in classes. We give homework because it reinforces what has been taught in class, prepares students for upcoming lessons, and helps students develop self-discipline, responsibility and organizational skills. Homework at Options will be relevant, meaningful, and usually take no more than 40 minutes to complete.

*The concentration of homework each evening will focus on a specific discipline.*

- *Monday night English*
- *Tuesday night Math*
- *Wednesday night Social Studies*
- *Thursday night Science*
- *Thursday night Electives*

This does **not** prohibit other teachers from assigning any standing or short term assignments such as review for a test the following day, reading on a regular basis, and/or continued work on a project.

For homework assistance in the evenings students may use [www.homeworknow.com](http://www.homeworknow.com)

All assignments will be completed by the student and:

- They are responsible for making up homework missed due to absence.
- Homework will be neatly done and turned in on time.

If students choose not to do their homework, the following consequences may occur:

- An additional evening to finish the homework may be assigned before a more punitive consequence, but the resulting score will be lower than if it had been finished when due.
- Students will be required to complete homework during detention, lunch, or during a school incentive or non-academic event.
- PBIS points may not be given.

Parents are the key to making homework a positive experience for their children. Therefore, we ask that you make homework a top priority, provide necessary supplies and a quiet homework environment, and contact your child's teacher(s) if you notice a problem.

If you have any questions, please do not hesitate to call or email your child's teacher(s).

Please sign below indicating that you have read this information and have your son/daughter return the tear-off slip to their homeroom teacher tomorrow. Thank you for your continued support.

---

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

\_\_\_\_\_ Yes I have read the information regarding homework and will support the policy.

