Community College Preparatory Academy

STUDENT HANDBOOK

FALL 2024

"Know the rules well, so you can break them effectively."
Dalai Lama

MS. CONNIE V. SPINNER
1946 - 2023
Educator. Pioneer. Legacy builder.

Invictus

BY WILLIAM ERNEST HENLEY

Out of the night that covers me,
Black as the Pit from pole to pole,
I thank whatever gods may be
For my unconquerable soul.

In the fell clutch of circumstance
I have not winced nor cried aloud.
Under the bludgeonings of chance
My head is bloody, but unbowed.

Beyond this place of wrath and tears
Looms but the Horror of the shade,
And yet the menace of the years
Finds, and shall find, me unafraid.

It matters not how strait the gate,
How charged with punishments the scroll,
I am the master of my fate:
I am the captain of my soul.

Community College Preparatory Academy

Fall 2024 Student Handbook

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CHANGES TO THE HANDBOOK

The contents of this publication provide guidance but do not create contractual rights and do not in and of themselves create any legal obligation on the part of the reader or CC PREP, unless superseded by other authorized written agreement(s). The School may change the information provided from time to time and without notice to the extent allowable by regulations for charter school operations. If a question arises as to the most current official policy or procedure, the Chief Academic Officer should be contacted.

A *Student Handbook Addendum* may be published online, depending on the number of changes incurred since the online Handbook was published A *Handbook Addendum* (if published) would be available on the School's website only.

OFFICIAL COMMUNICATION WITH STUDENTS

Updates and changes will be communicated to students on the official Updates Web page at **www.ccprep-academy.org.**

Every enrolled student is provided with an official CC PREP email account. New students will be able to log into their student email accounts approximately 1-2 weeks before the start of classes or 24-48 hours after completion of the enrollment and course registration process (depending on their time of enrollment).

This CC PREP–issued email account is to be used for all email correspondence with student services, instructors, and other School officials. **Official correspondence from the School (communications from instructors, information about registration or student services, etc.) will be sent to students' CC PREP email addresses ONLY.** Student services specialists, instructors, and CC PREP officials may refuse to accept emails sent by students using other email addresses.

CC PREP COMMUNITY

Dear CC PREP Student:

Welcome to the Community College Preparatory Academy!

We are delighted that you have chosen to pursue your educational goals with us, and we look forward to serving you as you pursue your chosen course of study. This Handbook was designed to serve as a guide through your academic experience here at CC PREP. It is our intent that it will help you achieve academic success by providing valuable information, important dates, procedures, and organizational tools. The CC PREP Academic Programs Catalog provides information on policies, curricula, etc.

Please read this Handbook and the Catalog carefully. You are expected to abide by the policies and procedures described in them.

If you have any questions about this Handbook, please contact the Office of Student Services.

Once again, congratulations on choosing to continue your education. We look forward to working with you throughout your academic career!

ABOUT THE SCHOOL

Mission

The mission of the Community College Preparatory Academy is to provide an innovative and rigorous education environment for under-credited adults who have aged out of the traditional K-12 public education system and is supportive of their unique learning needs and successful in preparing them for 21st-century employment, higher education, and life-long learning.

Vision

Our school is a place that is welcoming, supportive, nurturing, and non-judgmental. It evidences the belief that it is never too late for adults to transform their lives through education. Community College Preparatory Academy is a place where students are actively involved in preparing for post-secondary education and workforce training. The adult student will be exposed to behavior modeling that can facilitate the behavior modification necessary for underachieving adults to transform their lives.

Core Values

Board of Trustees

Below is a listing of all Board Member names and titles. If you wish to contact the Board of Trustees, please email the following: ccprepboard@ccprep-academy.org.

PUBLIC SAFETY AT CC PREP

CC PREP recognizes its responsibility to maintain a safe and healthy environment for employees and students. We intend to make every effort possible to provide everyone with a safe and healthy work and learning environment. The School encourages all students, staff, and instructors to take responsibility for their own personal safety and the security of their belongings and property.

If you have questions about safety issues at CC PREP, please contact the School's administration at (202) 770-3252.

CAMPUS SECURITY AND EMERGENCY RESPONSE

General Information

The School's facilities are located within buildings in which private guard services are provided during operating hours. In the event of an emergency (such as an accident, illness, violence, etc.), staff, instructors, and students shall report immediately in the following order:
1. Local Police Department – 911
2. CC Prep Front Desk Reception/Program Support – (202) 770-3252

Altercations and Other Disturbances

Contact Building Security immediately. If the incident warrants emergency services personnel, you may call 911 directly.

Severe Weather Procedure

In the event of severe weather, individuals should seek the safest areas possible, away from exterior windows and doors and along the lowest interior portions of the building. Persons are instructed to crouch and face interior walls with their hands behind their heads and heads between their knees. They are to remain in this position until institution personnel notify them that the impending danger is no longer present.

Washington DC Metropolitan Emergency Communication System

Alert DC is a voluntary, self-enrollment system that allows a user to register one or more devices upon which to receive alerts. In the event of an emergency, authorized Homeland Security and Emergency Management Agency (HSEMA) personnel will be able

to send important, up-to-the-minute notifications and updates to cell phones or other mobile devices. Alert DC is available to residents of the District of Columbia, residents from surrounding jurisdictions, citywide stakeholders and regional visitors. Notification types may include life, safety, fire, weather, accidents involving utilities or roadways, response team activation requests, or disaster notification such as a potential terrorist attack.

Sign up to receive text notifications about emergency or crisis situations at http://alert.dc.gov.

WEATHER DELAYS AND CANCELLATIONS

CC PREP will cancel classes or close the School when inclement weather poses concern for the welfare of staff, instructors, and students. Information about class cancellations or School closings will be communicated to students via their CC PREP student email addresses, local radio and television stations, and the School's website and social media accounts. There will also be recorded messages at (202) 770-3252.

MEDICAL EMERGENCIES, FIRST AID, AND MEDICAL TREATMENT

Requests for Emergency Medical Assistance
Dial 911. After speaking with emergency response personnel, contact the Front Desk Receptionist or other School personnel in the immediate area so that they can coordinate with Building Security to direct emergency vehicles to the scene.

First Aid Kits

Each department or office maintains a first aid kit for non-emergency medical care. The program support staff provides access to first aid kits.

Medication Distribution

CC PREP is an adult charter school and does not have nursing staff on-site at our facilities. Therefore, the school shall not distribute medication to its students, staff, or community members. Students who need regular medication (that does not conflict with the school's policy on drugs and alcohol) are advised to bring it themselves and are responsible for its appropriate distribution. Upon official enrollment, students are encouraged to list a point of contact for the school in the event of an emergency.

FIRE SAFETY AND EVACUATION

Don't hesitate to sound the alarm in case of fire, smoke, or irritating fumes.

Fire alarms or other evacuation notification procedures will be sounded to evacuate the building. Able employees and students are encouraged to assist with the evacuation of disabled and impaired persons when possible.

If the alarm sounds or if you are instructed by other means of communication to evacuate, BEGIN TO EVACUATE IMMEDIATELY. If you are on a lower floor, it is critical that you evacuate immediately so that those on the upper floors are not caught in a backup in the stairwells as they descend to the lower floors. DO NOT ATTEMPT to go back up the stairs.

- DO NOT use elevators unless instructed to do so by emergency personnel.
- Follow all instructions given by first responders, supervisors, and other emergency personnel.
- Be aware of persons with disabilities in your area who may require your assistance. Be prepared to help them.
- If it will not delay your exit, take your coat if the weather is inclement; take your wallet/purse and identification, but leave other bags, computers, etc., behind.
- Walk quickly and calmly to the nearest marked exit. Follow the instructions of the emergency personnel or designated staff regarding alternate exit routes should your normal pathway be blocked.
- Exit the building. DO NOT attempt to reenter the building until told to do so by the authorities.

These procedures are intended to reduce the likelihood of injury or death in the event of a fire or any other major catastrophe that would necessitate evacuation.

In the event of a fire drill, all staff, instructors, and students must participate.

POWER LOSS

Power losses may occur due to storms, power company disruptions, or damage to the service lines entering the property. These interruptions can lead to conditions that may result in personal injury or damage to equipment or facilities. This section sets forth general procedures to be used in the event of a power loss.

Power losses greatly increase the likelihood of an accident due to the following:
1. The loss of lighting increases the possibility of injury to those moving throughout the building/institution;
2. The attendant electrical surge accompanying the restoration of power may damage electrical devices not switched off.;
3. The operation of electrical devices during a phase loss may result in damage to these devices;

4. The electrical loss may disrupt telephone service and emergency devices such as fire alarms.

In the event of power loss, every effort should be made to immediately turn off all electrical equipment before power is restored to protect the equipment within the area. When sufficient lighting exists during day hours to work safely, and the building is comfortable without air conditioning or heat, the building may remain open for operation. During evening operations, the building may be evacuated. Further directions concerning class schedules will be provided by institutional personnel.

Emergency Lighting

During periods of power outages, emergency lighting will automatically come on in the hallways and stairways of all buildings that have these devices.

BUILDING SECURITY

Emergency Contact	Number
Local Police Department	911
Local Fire Department	911
Medical Emergencies	911

CC PREP Headquarters – Washington, DC

During the 2024-2025 school year, CC PREP will transition to a newly built facility that will serve as its permanent location and main campus:

> The Connie V. Spinner Education Campus
> 1801 U St SE
> Washington, DC 20020

Until the new building's occupancy is complete, CC PREP in-person activities will be held at five in-community satellite locations.

1) Instructional site and Student Services offices: Covenant House Washington, 2001 Mississippi Ave SE, Washington, DC 20020
2) Instructional site: Eagle Academy Public Charter School, Congress Heights Campus, 3400 Wheeler Road SE, Washington, DC 20032
3) Instructional site and Instructor offices: Emmanuel Baptist Church, 2409 Ainger Pl SE, Washington, DC 20020
4) HVAC Laboratory and IT Support Offices: 30 Atlantic St SE, Washington, DC 20032
5) Administrative Offices: 3217 Martin Luther King Ave SE, Washington, DC 20032

CEO Office   (202) 770-3252 ext. 6
Academic Office   (202) 770-3252 ext. 6
Building/Facilities Office   (202) 770-3252 ext. 6
Human Capital Office   (202) 770-3252 ext. 25
Business Office   (202) 770-3252 ext. 5
Front Reception/Program Support(202) 770-3252

SCHOOL DIRECTORY

Main Telephone Number   (202) 770-3252
Assessment Testing (Scheduling)   (202) 770-3252 ext. 237
Career Services   (202) 770-3252 ext. 119
Disability Services   (202) 770-3252 ext. 126
Emergency Closing   (202) 770-3252
Health & Well-being   (202) 770-3252
Instruction / Academic Support   (202) 770-3252 ext. 126
Lost and Found   (202) 770-3252
Recruitment   (202) 770-3252 ext. 129
Registrar   (202) 770-3252 ext. 9
Security   (202) 770-3252
Student Records   (202) 770-3252 ext. 9
Student Services   (202) 770-3252 ext. 24
Transcript Requests   (202) 770-3252 ext. 9

Division/Program Administration
Director, Curriculum & Instruction (202) 770-3252 ext. 126

Director, Student Support   (202) 770-3252 ext. 24

CHANGES IN STUDENT DATA

Changes of name, address, telephone number, or email address must immediately be reported, in writing, to:

Registrar
(202) 770-3252 ext. 9
registrar@ccprep-academy.org

Residency Status Requirements

CC PREP is a public charter school and, as such, is fully funded by public funding. Therefore, we are required to ensure that these funds are used to provide education to legal residents of the District of Columbia. All applicants MUST be 18 and older and will be required to show proof of DC residency as is currently required for all K- 12. All CCPREP policies for proving DC residency are in direct accordance with policies and timelines required by the Office of the State Superintendent of Education. The school will help students with all the necessary forms and paperwork required to prove their residency.

LOST AND FOUND

All lost items turned into CC PREP staff can be returned or claimed within 30 days from the Front Reception/Program Support staff. After 30 days, items will be donated to local shelters.

ACADEMIC CALENDAR

July. 1-5
Rejuvenation
No School for Staff & Students

Jul. 4 (Holiday)
Independence Day
No School for Staff & Students

Jul. 9
New Staff Orientation
No School for Students

Jul. 11
Summer Session Begins

Jul. 19
Professional Development
No School for Students

Jul. 26
Professional Development
No School for Students

Aug. 5
Professional Development
No School for Students

Aug 9
Last Day of Summer Session

Aug. 16
Professional Development
No School for Students

Aug. 19
Board Meeting
6:00 pm – 8:00 pm

Aug. 23
Professional Development
No School for Students

Sept. 2 (Holiday)
Labor Day
No School Staff & Students

Sept. 9
Session, I Begins

Oct. 14 (Holiday)
Indigenous Peoples Day
No School Staff & Students

Oct. 21
Board Meeting
6:00 pm – 8:00 pm

Oct. 25
Professional Development
No School for Students

Nov. 11 (Holiday)
Veteran's Day
No School Staff & Students

Nov. 25 – 29 (Holiday)
Thanksgiving Holiday
No School Staff & Students

Dec. 16
Board Meeting
6:00 pm – 8:00 pm

Dec. 20
End of Session I

Dec. 23 – Dec. 31
Winter Vacation
No School Staff & Students

Jan.1-3
Winter Vacation

No School Staff & Students

Jan. 6
Session II Begins

Jan. 20 (Holiday)
Dr. MLK, Jr.'s Birthday
No School Staff & Students

Jan. 31
Professional Development
No School for Students

Feb. 14
Professional Development
No School for Students

Feb. 17 (Holiday)
President's Day
No School Staff & Students

Feb. 18
Board Meeting
6:00 pm – 8:00 pm

Mar. 14
Professional Development
No School for Students

Mar. 28
Rejuvenation
No School for Staff & Students

April 11
Session II Ends

April 18
Rejuvenation
No School for Staff & Students

April 21
Board Meeting
6:00 pm- 8:00 pm

April 21-25
Spring Break
No School Staff & Students

April 28
Session III Begins

May 9
Professional Development
No School for Students

May 23
Rejuvenation
No School for Staff & Students

May 26 (Holiday)
Memorial Day
No School Staff & Students

Jun. 6
Professional Development
No School for Students

June 16
Board Meeting
6:00 pm – 8:00 pm

Jun. 19 (Holiday)
Juneteenth
No School Staff & Students

Jun. 30
Rejuvenation

No School for Staff & Students

July 1- 3
Rejuvenation Days

July 4th (Holiday)
No School for Staff & Students

July 7 -11
New Staff Orientation/All-Staff
Training
No School for Students

July 24
Session III Ends/Last Day of
School

Student Days – 183

Teacher Days – 224

Staff Development Days
October 25
December 6
January 31
February 14
March 14
May 9
June 6
July 7-11

Rejuvenation Days
Nov. 25-27
March 28
April 18
May 23
June 30
July 1- 3

Session Time Options
Morning
9 am – 12 pm
(Monday through Friday)
Afternoon
1 pm – 4 pm
(Monday through Thursday)

Evening
5 pm – 8:45 pm
(Monday through Thursday)

STUDENT SERVICES

Student Services at CC PREP assists students in academic and career development. Our wide range of functions includes assessment testing, course registration, individualized student support, employment and career services, student health services, coordination of special events and other enrichment activities, and maintaining student records. Staff positions affiliated with Student Services are listed below:

Director, Student Services
(202) 770-3252 ext. 24

Recruitment and Retention Coordinator
(202) 770-3252 ext. 129

Student Support Specialist Coordinator
(202) 770-3252 ext. 237

Manager, WellU (Health and Wellbeing)
(202) 770-3252 ext. 114

Registrar
(202) 770-3252 ext. 9

Employment and Career Services Specialists
(202) 770-3252 ext. 119

STUDENT SERVICES: THE BENEFITS

CC PREP utilizes a Coaching-Advising Model designed to support adult learners by focusing on their strengths and fostering a trusting relationship. This model of student services integrates two complementary processes:
1) **Coaching is a collaborative and thought-provoking process** that inspires individuals to maximize their personal and professional potential through creative thinking and self-reflection.[1]
2) **Academic Advising is a process of information exchange and structured support** that guides students through academic choices, develops strategies for success in their educational paths, and helps them achieve their educational goals.[2]

By blending these methods, CC PREP's Coaching-Advising Model equips learners to build self-confidence, set and achieve meaningful goals, and enhance their overall well-being.

[1] Adapted from the International Coach Federation, definition of coaching
[2] Adapted from NACADA, definitions of academic advising

Together, these processes help learners navigate their educational journeys and lead fulfilling lives, both personally and professionally.

Research shows that students who develop a good relationship with their student support team are more likely to persist and graduate. **A student support specialist assists students in assessing their interests and abilities, examining their educational goals, and developing short-term and long-range plans to meet their objectives.** Additionally, they work in conjunction with the instructional team to provide information on course and pathway requirements, clarify policies and procedures, discuss educational and career options, monitor academic progress, and direct students to other resources when necessary.

Your assigned student services team member is a student support specialist but can be an instructor or department director. You may request a change or your assigned student support team member by contacting the Director of Student Services.

Your Education Career Plan

During your initial session, you and your student services specialist will begin developing a comprehensive plan for your educational endeavors at CC PREP. You and your assigned student services specialist will make modifications as needed.

Your plan serves as the catalyst for future sessions. The plan will include the following:
1) Education and career goals
2) Possible obstacles and solutions
3) Assessment test results and recommended courses
4) Course schedule for the program or pathway of study
5) Action plan relative to goals
6) Recommended resources you should utilize

Meeting with Your Student Services Specialist

It is extremely important to get to know your student services specialist, consult with him or her on a regular basis, and attend all scheduled appointments. During those meetings, your student support specialist should discuss with you a number of topics, including
- how the current semester/term is progressing;
- whether you are on track to meeting your academic goals;
- how the School may assist you with your career aspirations;
- and what courses you may need and/or wish to take in the next semester/term.

Meeting with your student services specialist should be a conversation. Ask questions to clarify information, and take notes. Evaluate the information you receive and act accordingly. Remember, student services specialists are there to assist you in the decision-making process; however, ultimately, you are responsible for your education.

You are required to meet with your student support specialist in the following circumstances:
- Before you register for courses.
- When changing your current or planned schedule (e.g., when wishing to drop a course).
- When you have a question about a course or pathway requirement or school policy.
- When you are in academic difficulty or something new is affecting your academic performance.
- Before changing pathways, transferring to another educational institution, or withdrawing from the School.

You are strongly encouraged to develop an ongoing relationship with your student services specialist and instructor to evaluate your progress as a student. By developing these relationships, you will gain insight into academic issues and career options as they relate to your academic pathway.

YOUR ACADEMIC SUCCESS: TIPS FOR STUDENTS

Here are some tips for academic success:
- **Time management:** Create a plan for your semester, week, and day to help you meet deadlines and complete projects.
- **Organization:** Keep track of class notes and assignment due dates so you can study and complete projects on time.
- **Study group:** Find a study group to help keep you focused and productive.
- Take notes: Effective note-taking can help you concentrate on your syllabus and streamline your study process.
- **Ask for help:** Asking for help shows that you know your limits and you are willing to take advantage of available resources. **Remember, your instructor and student services specialists are resources and here to help you!**
- **Use school resources:** Take advantage of student events, guest lecturers, and field trips.
- **Stay healthy:** Get at least eight hours of sleep each night, exercise, and eat well.
- **Relax:** Use quick de-stressors like breathing techniques and meditation.
- **Concentrate:** Concentrate despite distractions, and don't worry about how you compare to others—do your best!

ASSESSMENT TESTING

The purpose of assessment testing is to provide you with useful information about your academic skills in mathematics, reading, writing, and language/communication. The results of the assessment tests, in conjunction with your academic background, goals,

and interests, are used by student support specialists and instructors to assist you in determining course selections and academic support needed for success.

How TABE® Works

Tests of Adult Basic Education, TABE®, is an academic-based, nationwide assessment that provides valid and reliable measurement of the skills that adults need to succeed, both on the job and in life. CC PREP uses the TABE 11&12 version of the assessment, which is a timed assessment administered online and is aligned with College and Career Readiness (CCR) standards that reflect the content most relevant to preparing adult students for success in postsecondary education, technical training programs, and work.[3]

TABE® Results

Pre- and Post-entrance testing
CC PREP administers TABE upon entrance to each pathway and at scheduled intervals during a course or pathway. The assessment provides information on students' mathematics, reading, writing, and language/communication skills. These skills are the basis for many employability skills and, as a result, are important foundational components of CC PREP's curriculum for all pathways.

All CC PREP students are required to complete the pre- and post- TABE testing.

Figure 1 Employability Skills Framework[4]

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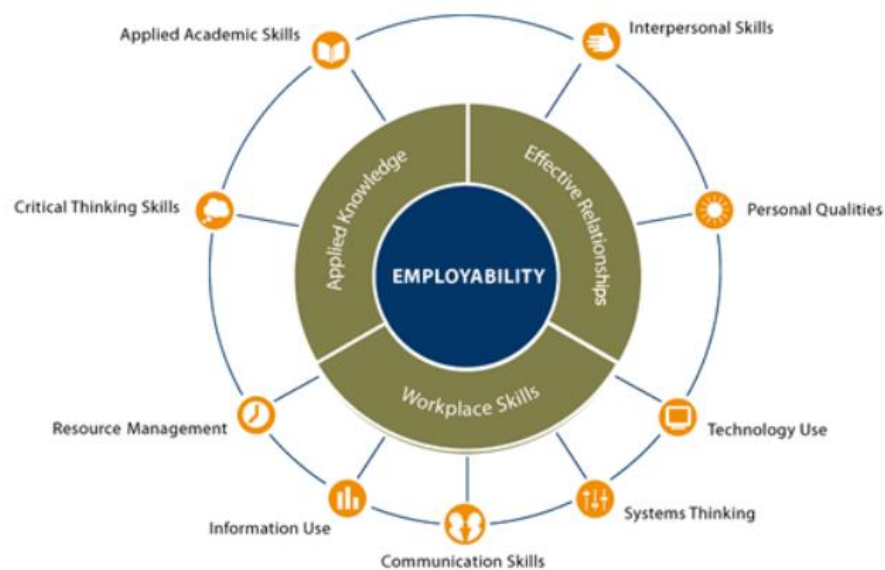
[3] Source: TABE Suite of Assessments, https://tabetest.com/
[4] Source: Perkins Collaborative Resource Network

To learn more about the Employability Skills Framework, visit
https://cte.ed.gov/initiatives/employability-skills-framework.

Sample results
Students receive their TABE report, known as a Individual Profile Report (IPR), within 2-3 days of completing the TABE assessment.

The Test Results section of the IPR gives a high-level overview of student performance on each subtest, including points obtained, scale score, the corresponding NRS level, and a Measurable Skills Gains (MSG) indicator (see below).[5]

Figure 2 Sample TABE Results

DATA RECOGNITION
DRC
CORPORATION

TABE

Individual Profile: STUDENT, SAMPLE

Report Criteria			
ID:	12345	State:	
Test Name:	TABE 11 ALL	District:	SAMPLE DISTRICT
Report:	ALL	School:	SAMPLE SCHOOL
Report Date:	10-18-2019		

Test Results	Test Date	Level	Number of Points		Items Attempted	Scale Score	SEM	NRS Level	MSG
			Total	Obtained					
Reading	10/25/2018	M	47	44	40	575+	52	4	Y
Mathematics	10/26/2018	M	39	31	35	570	20	4	Y
Language	10/26/2018	M	39	30	35	552	19	4	N

TABE has a range of scale scores that are aligned to specific U.S. Department of Education's National Reporting System (NRS) levels. This information is used to identify the NRS Level at which each student is performing.[6] Each NRS level also corresponds to an approximate grade level. The MSG is designed to measure students' progress.

Additionally, the IPR shows student performance in each domain within the Reading, Mathematics, and Language subtests, including the number of points obtained and the proficiency level of the student.

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[5] TABE HOW TO USE THE TABE 11&12 INDIVIDUAL PROFILE REPORT,
https://tabetest.com/PDFs/TABE_Individual_Profile_Report.pdf
[6] TABE 11 & 12 Scoring Levels: Best Practice Guidance

Tips for taking the TABE

Figure 3 Source: Data Recognition Corporation

1. First off, Relax. It's normal to be a little nervous before a test. Don't worry.

2. Be sure you hear the directions. Let the examiner know if you cannot hear, or don't understand the directions.

3. Listen to and read all the directions for each test carefully. Careless mistakes are sometimes made because examinees fail to follow the directions. Ask for an explanation of the directions if you don't understand. Be sure you fully understand what you are being asked to do.

4. Plan your time. Most of the test sections are timed. Don't spend too much time on any one question. If a question seems to take too long, skip it and return to it if later if time permits. First respond to all questions of which you are certain of the answer.

5. Listen to the directions and read each question carefully. Before responding to a question, be sure you know what is being asked. For example, an item might say, "Which of these is *not* an even number?" If you read the item too quickly, you might miss the word *not* and respond incorrectly. Do not read into a question something that is not there. Test questions are written to mean exactly what they say. There are no hidden meanings or trick questions in the test.

6. When taking a paper based test with a separate answer sheet, be careful that they match the item number in the test book. Be sure to fill in the answer circle neatly and completely; carelessness can cause you to get a lower score. If you realize you've been marking your answers in the wrong place, let the proctor or examiner know immediately.

7. Trust your instincts. More often than not, if you know the content, the first answer you select is the best. When rechecking, you should only change an answer if you are sure the first answer was wrong.

8. If you are not sure how to answer a question, eliminate answer choices that you know are incorrect and choose from the remaining options. Don't just guess blindly.

9. Keep a positive attitude about your ability to do well on the test. You cannot fail the test. Remember that the score you receive on the test is only one measure of your skills.

Remember: You cannot "pass" or "fail" the tests! However, it is very important that you do your very best so that you will have an accurate measure of your academic skills.

ENROLLMENT AND COURSE REGISTRATION: STEPS TO TAKE

To register for courses, you must meet all enrollment and residency verification requirements and meet with a member of the student services team. Students must re-enroll in school if they have not completed and commenced college or employment regardless of prior year enrollment and attendance.

Two weeks each term are set aside for coaching-advising sessions dedicated to course registration. During this time, the student services and instructional team have extended office hours to meet with students to discuss their programs of study or pathway and register for courses for the upcoming term/semester. Below are the steps to follow in order to complete the registration process:

Step 1: Schedule an appointment with your student services specialist at least two weeks prior to the course registration period.

Step 2: Prepare for your appointment.
- Review your pathway and courses you still need to complete.
- Determine if there are prerequisites or co-requisites for courses you wish to take.
- Review the course schedule and make a list of courses for which you wish to register.
- Review your education career plan and determine if adjustments need to be made.

Step 3: Attend your scheduled appointment.

Step 4: Complete the registration form with your student services specialist. You will receive a copy of your completed form.

Step 5: Your student services team will submit the registration form to the Registrar for processing. You will receive confirmation from the Registrar.

Step 6: Attend class.

NEW STUDENT ORIENTATION: WHAT YOU NEED TO KNOW ABOUT YOUR SCHOOL

All new students **MUST** attend orientation.

The mission of CC PREP's orientation program is to facilitate the transition of our students into the School. Through this interaction, students develop an understanding and appreciation of the academic and developmental opportunities available and gain knowledge of School resources.

By attending orientation, you will:
- Learn what is expected of you as a CC PREP student both in and out of the classroom.

- Become oriented to CC PREP's technology and communication resources (e.g., email, learning management system, etc.).
- Meet other new students, as well as staff and instructors.
- Learn about student services and resources.

Frequently Asked Questions

Why should I attend orientation?
Studies show that students who attend orientation programs are more successful in college. Orientation is designed to provide you with valuable information while giving you an opportunity to connect with staff, faculty, and other students.

Do I have to sign up for an orientation session in advance?
Yes. In order to have enough materials for everyone, including refreshments, we request that you sign up in advance. You may sign up by contacting your student support specialist. Once you have signed up, you just need to show up.

Are guests allowed?
Due to space constraints, we ask that you submit a request for a guest to attend and, if approved, limit the number of guests to one. We suggest that you bring the person who will be your greatest support as you progress through your program of study. Because this is your day to prepare for your education, children are not permitted at orientation. If you plan to bring a guest, please submit a request via email to onboarding@ccprep-academy.org

Do I need to bring anything?
No, bring your questions!

Do I need to do anything before arriving at Orientation?
Before you arrive, please make sure to:

- **Submit a photo for your Student ID, click here** (Student ID Picture Form)**.** Photos must have a white background. Please do not submit photos of yourself wearing hats or sunglasses—they will not be accepted. Your new official CC PREP ID will be waiting for you when you arrive for orientation.
    - **Submit your photo by [insert date]**

- **Register for SmarTrip benefits.** Obtain a SmarTrip card and register it online under your name and address at **https://smartrip.wmata.com/account/create**. You'll complete a benefits enrollment form on the first day of class.

Do I need to bring anything?
No, all materials will be provided. Just bring your questions!

STUDENT IDENTIFICATION CARD

All students currently enrolled in courses at CC PREP must wear a student ID card when in facilities owned and/or controlled by CC PREP, and when participating in academic activities as a CC PREP student.

Obtaining a Student ID card

All new students are issued a Student ID card by the Office of the Registrar only after their enrollment status is confirmed. To obtain a Student ID card, a student must submit a Student ID Picture Form and upload a picture with the form. Once the student's enrollment status is confirmed, the submitted headshot photo image of the student is used, the Student ID card is then printed, and affixed with a current registration sticker.

Validation of Student ID card

For all continuing students, at the time of registration, the Office of the Registrar will affix a current registration sticker to the student's ID card.

Name Change

If you need to change your name on your student ID card, you must first change your name in your student record. Complete and submit the Student Information Update form to the Office of the Registrar. You will need to submit official documentation of your name change with your form. The Student Information Update form can be found in the appendix section of this handbook. You may also contact the Office of the Registrar at (202) 770-3252 ext. 9 or registrar@ccprep-academy.org.

ELECTRONIC SERVICES

Student Email

Your CC PREP student email account is the official means of communication between the School and you. You will be able to log into your student email account in approximately 24 hours after notification is received from the School. It is strongly recommended that you change your default password – but choose a password that you will be able to remember.

To access your CC PREP e-mail address:

1. Open a web browser and go to www.outlook.com/student.ccprep-academy.org .

2. Enter your full email address (firstname.lastname@student.ccprep-academy.org) and the temporary password provided.

Figure 4 Screenshot of Email Login
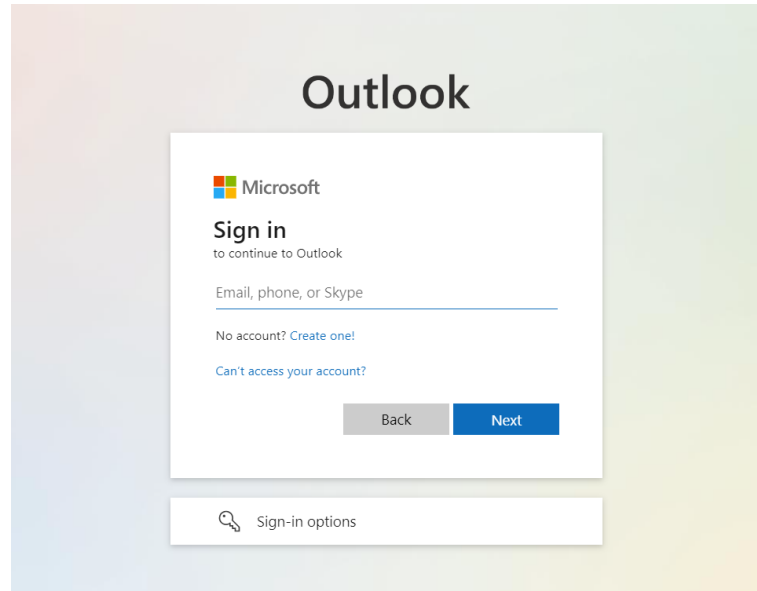
Once logged in, you will be prompted to change your password. Please change it to a secure password that you will remember.

If you need assistance with logging into your email account or experience any technical difficulty, please contact CC PREP's Helpdesk at helpdesk@ccprep-academy.org.

CC PREP's Learning Management System: Google Classroom

Google Classroom is a web-based platform that offers students easy access to course materials, assignments, grades, and other school resources.

Logging onto Google Classroom
Your CC PREP email and password are your login to Google Classroom.

To log into Google Classroom:

Step 1: Go to classroom.google.com.

Step 2: Type in your CC PREP email address and password.

After you register for a course, your instructor will email you an invite link and a class code, known as the Invite codes. A Google Classroom invite code is a unique code that allows students to join a Google Classroom. Each class has its own invite code, which is similar to a passcode.

Figure 5 Example of Invite Code

Invite link	https://classroom.google.com/c/Njc3NjY1NDcxNDEz?cjc=5a4i7t5
Class code	5a4i7t5
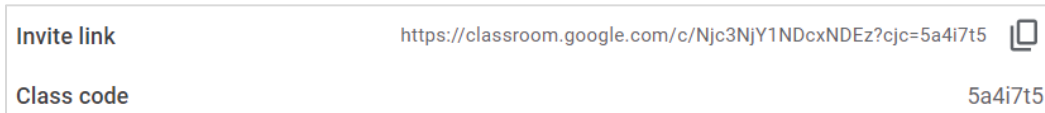
CC PREP's Student Engagement & Resource Hub: Naviagte360

Navigate 360 is CC PREP's electronic hub. It allows students to schedule appointments with their student support specialists and employment/career services, view the school's calendar and upcoming events, ask questions, receive updates and notifications, and access other school resources. Students can download the Navigate360 Student app from the App Store (Apple) or Google Play.

Students will receive instructions on how to access Navigate360 during Student Orientation.

Internet and Technology

CC PREP embeds technology use throughout its curriculum. CC PREP can provide devices through its lending program to assist students who may not have access to the internet and technology required for their coursework. Supplies are limited. Students can inquire about accessing resources by contacting the Director of Student Services at tepps@ccprep-academy.org or (202) 770-3252 ext. 24.

Transportation

To assist students with transportation to and from school, CC PREP provides SMARTrip benefits. For more information contact the Director of Student Services at tepps@ccprep-academy.org or (202) 770-3252 ext. 24.

STUDENT HEALTH & WELL-BEING: WELLU

Well U provides emergency food and clothing assistance and access to mental health and social-emotional support.

Food and household items

Food, including fresh fruit and vegetables and household items, is available and 100% donated through relationships with various community services.

Clothing

Clothing is also available on-site daily and is also 100% donated through community connections. The intent for this provision is to support our adult learners' career journey with professional attire to wear for interviews and networking events identified through referrals and by our Career Services team.

Referrals

In partnership with the DC Department of Behavioral Health (DBH) clinical services and mental health referral options are available via an on-site, school-based therapist for students. Our adult learners can self-refer or be referred by an instructor or student services specialist to access mental health assistance for them and their families.

CAREER PLANNING: JUMP-STARTING YOUR CAREER

CC PREP recognizes that career services are an important component of a students' success during and after their formal education. Employment and Career Services is dedicated to providing services and strategies that assist adult learners in preparing for the workforce through exploring, developing setting and pursuing goals.

Services include industry and occupational information, employment resources, resume and cover letter preparation and review, career seminars, mock interviews, job fair coordination, and career assessment and mapping utilizing a variety of resources.

Career Planning Services

a. Employment and career services appointments are available in person or virtual. **Use Navigate360 to schedule an appointment.**

b. Students and alumni who require a comprehensive review of a resume or cover letter must schedule an appointment. Appointments are scheduled for approximately 45 minutes.

c. Mock interviews are provided by appointment only and last approximately one hour.

d. Career assessments using online tools and software are available to students and alumni.

On-Campus Interviewing

On-campus interviewing is scheduled by the Office of Career Services only. To participate in on-campus interviewing, students and alumni must be pursuing or have completed a School course or pathway and meet the minimum education and job requirements specified in the vacancy announcement.

TRANSCRIPTS: YOUR ACADEMIC RECORD

The Office of the Registrar maintains the official record of all students. All information is held in confidence and released only in accordance with the Family Educational Rights and Privacy Act (FERPA). Transcripts are issued with a written request by the student. A transcript is a complete copy of a student's academic record. It contains all coursework taken while enrolled at CC PREP.

Transcript requests are normally processed within 48 business hours of receipt. However, a longer period of time may be required for processing at the end of each term if the request indicates that the transcript should be held until final grades are posted.

Requesting an Official or Unofficial Transcript
Submit your completed Official Transcript Request form to the Registrar's Office at registrar@ccprep-academy.org.

RESPECTING YOUR CONFIDENTIALITY: WHAT IS FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age ("eligible students") the right to have access to the student's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records they are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

2. The right to request an amendment to the student's education records when the student believes they are inaccurate or misleading.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by CC PREP to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

Website: https://studentprivacy.ed.gov/file-a-complaint

At its discretion, CC Prep may provide "directory information" without the consent of the eligible students in accordance with the provisions of the Act. Directory information includes:
A) Student Name
B) Address
C) Telephone Listing
D) Honors and Awards Received

Parents or eligible students may instruct CCPREP to withhold any or all of the information identified above by completing the "Release of Student Directory Information" Form. The form is available from the Office of the Registrar. The release or notification must be provided within 30 days of the issuance of this notice.

Note: Any student who believes that the School has failed to comply with the requirements of FERPA is encouraged to contact the Registrar's Office (202) 770-3252 ext. 9.

YOUR STUDENT RECORDS: EXERCISING YOUR RIGHTS

Students may inspect and review their education records upon written request to the Registrar. As precisely as possible, you must state the education record or records you wish to inspect. If you have questions or need additional assistance, contact the Registrar at (202) 770-3252 ext. 9, or registrar@ccprep-academy.org.

Requesting an Amendment to Your Education Records

Students have the right to request an amendment of records they believe to be inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the request for amendment of records:

- Submit your request in writing to the Registrar regarding the record in question, identifying the education record to be amended, and specifying how the education record is believed to be inaccurate, misleading, or in violation of privacy rights.
- If CC PREP elects not to comply with your request to amend your education record, you will be notified in writing of the decision and advised of the right to challenge the information believed to be inaccurate, misleading, or in violation of privacy rights To file an appeal, Grievance policy procedures.

ACADEMICS

THE IMPORTANCE OF CLASS ATTENDANCE

As an adult public charter school, CC PREP is required to report and provide evidence of attendance and non-attendance to agencies, such as the Office of the State Superintendent for Education. Additionally, academic goals are best accomplished through regular class attendance and participation. Therefore, attendance is mandatory and recorded for every class session. When unavoidable absences do occur due to legitimate illness or emergency, you should contact your instructor immediately (the same day that you are absent) and make arrangements for work that has been missed. Be mindful that a monthly cumulative attendance of less than 60% can result in being placed on probation and less than 50% will initiate the dismissal process.

Specific information concerning attendance is available in the course syllabus.

Leave of Absence
For students who require a short-term break during the academic year, CC PREP has implemented a Leave of Absence policy. This policy is designed for students who are experiencing a hardship that makes effective academic progress unusually difficult. To be eligible, students must meet with their student support specialist to provide documentation to support their request. This documentation may include but is not limited to a doctor's notice with the student's and/or their child's/dependent's name listed or a letter from the student's employer. Each Leave of Absence must be reviewed and approved by the Director of Student Services.

Home and Hospital Instruction (HHI)
All public school students have a right to public education, including when they may have a short-term medical situation that prevents them from attending school in person. To this end, the Students' Right to Home and Hospital Instruction Act of 20201 (Act), requires every LEA to adopt and implement an HHI program. Additionally, on March 5, 2024, the DC Council passed the Extended Students' Right to Home or Hospital Instruction Amendment Act of 2023. This bill amended the definition of "health condition" to include pre-birth complications, childbirth, and postpartum recovery.

In adherence to the Act, CC PREP has designed this policy to promote a participating student's academic progress by allowing the student to stay current with classroom instruction in core subjects, to the greatest extent possible. The delivery of HHI fosters coordination between the classroom teacher and the home and hospital instructors to ensure that seamless reintegration into the classroom instruction can be achieved when the student returns to school.

An interested student/student advocate/student representative must complete an application
to notify Community College Preparatory Academy (CCPREP) that they are interested in HHI. The HHI policy and application can be found on CC PREP's website.

UNDERSTANDING YOUR COURSE SYLLABUS

A *syllabus* is the document that an instructor provides to students as a course outline and statement of expectations. Each syllabus may be slightly different for each course. Instructors provide you with your syllabus at the beginning of the term/semester. **Review your syllabus carefully and ask questions about items you do not understand.**

It is the responsibility of each instructor to determine and administer an attendance policy to excuse absences, determine how missed work will be made up, and assess penalties. It is the responsibility of the student to be aware of and comply with the requirements outlined in the course syllabus.

TEXTBOOKS

CC PREP provides all registered students with a copy of the required textbooks for each class. The textbook(s) for each course are outlined in the syllabus. The complete list can also be found on the website, www.ccprep-acdemy.org/textbooks.

GRADING SCALE

Academic achievement is indicated by the following grading scale.

> D – Pass with Distinction
> H – Pass with Honors
> P – Pass
> F – Fail
> I – Incomplete

PROGRAM COMPLETION

To complete a program, students must complete all class/course requirements and successfully attain a passing score on the certifying or qualifying examination applicable to the program. Students are awarded official hardcopy and digital badges for Certificate of Completion.

CC PREP may host one commencement ceremony or a similar event each year. Students must be in good academic standing with CC PREP to participate in the commencement ceremony. Nonresident students must also be in good financial standing.

Completers of the general education program at CC PREP are eligible to receive the State Diploma awarded by the Office of the State Superintendent of Education (OSSE) to adults who have passed state-approved high school equivalency exams and programs.

Students should contact Student Services for information or assistance on how to participate in CC PREP's commencement activities and/or the State Diploma Commencement.

Student Awards

CC PREP bestows student awards to encourage and recognize high levels of academic achievement, community involvement, extracurricular activities, etc. Awards are provided exclusively for students in good standing and may be available at the institutional- or academic program-level.

ACADEMIC SUPPORTS

Academic support includes English and math instruction to improve basic academic skills and remediate skill gaps, as well as tutoring designed to support students both in and outside the classroom. Academic support is built into each class schedule and available through individual and small group sessions in designated labs.

Academic Monitoring: Throughout the term/semester, an instructor may provide notice to students who have less than satisfactory performance in the course. Students are expected to meet with the instructor or student services specialist to develop a plan to address the problems.

To request additional support, such as individual or group tutoring, review, or study sessions outside of the class time, contact your instructor to make arrangements.

English Language Learners (ELL)

CCPREP is committed to planning for and serving any student requiring English language learner services and support. Students will be afforded the same opportunities to participate in both synchronous and asynchronous instruction during our distance learning period as our non-EL students.

To comply with state and federal guidelines to provide equal opportunity for English language learners CC PREP will:

- Identify limited English Proficient students
- Assess their level of English Language proficiency
- Provide appropriate instructional support services for students identified as limited in English Proficiency.
- Monitor their academic growth with periodic evaluations and teacher input. Ending

For more information or to access services, contact the Director of Curriculum & Instruction at avril@ccprep-academy.org or (202) 770-3252 ext. 126.

Special Education Services

CC PREP is an adult charter school that has chosen to opt out of the direct provision of special education services. However, we have developed a formal partnership with the Rehabilitation Services Administration (RSA) that provides for the placement of a counselor on-site at CCPREP weekly to interview adults with disabilities and connect them directly to appropriate assessments and services that lead to either employment or advanced training.

Once a student with a disability has been assessed, RSA provides all necessary tools, devices, and support to enable the student to succeed at CC PREP and beyond (should the student choose advanced training).

For more information or to access services, contact the Director of Curriculum & Instruction at avril@ccprep-academy.org or (202) 770-3252 ext. 126.

DISABILITY SERVICES: HELPING YOU SUCCEED

In accordance with Section 504 of the Rehabilitation Act, a federal statute designed to eliminate discrimination based on a disability in any program or activity receiving federal financial assistance, it is the policy of CC PREP that a qualified student with a physical or mental impairment that substantially limits one or more major life activities shall not, based on that disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination in any program or activity offered by CC PREP.

Qualifying a student under Section 504 is made on a case-on-case basis. Each student's individual profile is screened and reviewed to determine whether there is a physical or mental impairment that substantially limits a major life activity. The nature and severity of the impairment is considered as well as its duration or expected duration and the impact of the impairment on the student's opportunity to access and benefit from programs and activities offered by CC PREP.

If a student is determined eligible for services under Section 504, a written plan will be developed in conjunction with the DC Office of Rehabilitation Services that specifies the

adaptation, accommodations, and modifications that a student may need to participate in programs and activities offered by CCPREP.

For more information or assistance, please contact the Director, Curriculum & Instructor who serves as our 504 Coordinator at avril@ccprep-academy.org or (202) 770-3252 ext. 126.

STUDENT CONDUCT

DRESS CODE

Dress, grooming, and personal cleanliness standards contribute to overall morale and are a central part of the image you want to present to fellow colleagues and the world at large. During the hours students are at CC PREP, it is extremely important to appear ready to work. Low-slung jeans, mini-skirts, shorts, clothing that leaves excessively exposed skin, graphic apparel with offensive/explicit language, and party/club wear are not acceptable attire.

STUDENT CODE OF CONDUCT

Policy Statement
The Community College Preparatory Academy (CC PREP) operates an adult public charter school with specific expectations concerning the conduct of its students. CC PREP's approach to student learning and student conduct is to provide a safe and supportive learning environment that promotes teaching, learning, and student success. When a student's conduct adversely affects the CC PREP's pursuit of its educational purpose, actions will be taken to remedy the situation.

By enrolling at CC PREP, a student accepts its policies and procedures and acknowledges the right of CC PREP to take action, up to and including suspension or expulsion, in response to misconduct. It is a student's responsibility to become familiar with the student code of conduct. Lack of awareness is no excuse for noncompliance with CC PREP's policies and procedures.

CC PREP values and expects the following conduct from its students:
- **Integrity:** Exemplify honesty and respect for truth in all their dealings, including all academic work.
- **Civility:** Show respect for each other, for property, and for all members of the CC PREP community and the community at large.

- **Self-Management and Accountability:** Students are given and accept a high level of personal responsibility and are held accountable for self-monitoring and commitment to productive and professional behavior and attitude.

Student Rights
CC PREP seeks to maintain an environment where students have the following rights:
- **Education:** Access to quality faculty, academic technology, classrooms, libraries, presentations, and other resources necessary for the learning process and support intellectual and social development.
- **Freedom of Expression and Association:** To freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom. Students can associate freely with other individuals, groups of individuals, and organizations for purposes that do not infringe on the rights of others.
- **Safe Learning Environment and Non-Discrimination:** Students can expect to participate fully in the CC PREP community without unreasonable concerns for personal safety, discrimination, or harassment as defined by federal and state law and regulations.
- **Privacy:** Students are free of unreasonable intrusions into personal records and/or matters relevant to their identity and well-being.
- **Grievance Process:** Students can access established procedures for respectfully presenting and addressing their concerns or complaints to the CC PREP.
- **Due Process:** Students can expect due process for alleged violations of the Student Code of Conduct. Due process includes reasonable notice of potentially adverse actions and an opportunity to be heard.

Student Responsibilities
Students enrolling in CC PREP assume an obligation to conduct themselves in a manner that is civil and compatible with the CC PREP's function as an educational institution. Submitting an application to CC PREP represents a voluntary decision on the student's part to participate in the programs offered by the institution pursuant to its policies, rules, and regulations. Violating any of CC PREP's core values may lead to disciplinary action.

Academic Integrity
When CC PREP monitors and reports student academic progress and achievement, absolute integrity of the work students have done is required and expected; therefore, it is important that students maintain the highest standard of honor in their scholastic work.

CC PREP does not tolerate academic dishonesty or misconduct, including but not limited to cheating, facilitating academic dishonesty, plagiarism, and fabrication. Along with any grade penalty the instructor imposes, the student may also face disciplinary action for violating this policy.

Reporting Violation

Any member of the CC PREP community, guest, or visitor may submit a Student Code of Conduct Violation Report Form about a student for alleged violations of the Student Code of Conduct. Reports may be submitted to the Chief Academic Officer or other designated senior executive. All reports should be submitted as soon as possible after the event takes place.

Students suspected of violating this policy shall be addressed in accordance with the provisions of this policy.

STUDENT NONDISCRIMINATION

Policy Statement

As per the Community College Preparatory Academy (CC PREP) Board of Trustee policy, and Equal Employment Opportunity (EEO) and Non-Discrimination policy, CC PREP is loyal to principles of the broadest form of diversity and values, champions, and embraces diversity in all aspects of CC PREP. CC PREP supports affirmative action to the extent permitted by law and equal opportunity programs, and refuses to engage in or tolerate any form of discrimination or harassment.

CC PREP is committed to a policy of nondiscrimination in employment and education opportunity. This policy specifically prohibits discrimination on the basis of
- Gender (including pregnancy, childbirth, or related medical condition), gender identification (an individual's internal sense of one's own gender), and sexual orientation (determined by whom an individual is sexually attracted to and also has the potential for loving)
- Race, color, ethnic, religion or religious background, descent (ancestry), or nationality or national origin
- Disability (including past, present, or future physical, intellectual or psychiatric disability, learning disorders, or disease — for example, HIV)
- Marital status
- Maternity or family status
- Personal appearance
- Age, height, and weight
- Military or veteran status
- Disabled veterans' status
- Political affiliation
- or any other protected class as set forth under applicable state and federal civil rights laws.

CC PREP recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit from educational programs, services and activities. CC PREP shall adhere to all applicable federal and state laws, regulations, and guidelines with respect to providing reasonable accommodations as necessary to afford equal access to programs for qualified persons with disabilities. It is the policy of CC PREP to thoroughly investigate instances of alleged discrimination and take corrective action if warranted. (See Students with Disabilities policy.)

STUDENT DISCIPLINE

The Community College Preparatory Academy (CC PREP) is committed to providing a safe, engaging, and supportive school environment. CC PREP believes in an environment where clear expectations for appropriate behaviors are communicated, appropriate behavior is taught, and inappropriate behaviors are addressed in a manner that is conducive to learning. To this end, CC PREP's student discipline policy sets forth the expectation of discipline that is fair, equitable, consistent, and reflective of a restorative approach.

CC Prep's decisions regarding student behavior and discipline will respect individuals, balance the interests of the school community, and minimize disruption of academic instruction. All instructors and staff are authorized to enforce all rules. However, disciplinary action will be executed only by administrators (department directors, Chief Academic Officer, or Chief Executive Officer).

Informal Process for Minor Offenses
When staff finds that a student has committed an infraction that may merit disciplinary action, he or she must immediately submit a Student Code of Conduct Form or, in some cases, an Incident Report Form to the Director of Curriculum and Instruction or the Director of Student Support.

When a student's infraction is a minor offense, i.e., misconduct that does not cause real harm to others or damage to property, an administrator may choose to handle the matter informally. For example, not following directions about campus parking spaces. For these and other similar minor offenses, an administrator may ask the student to meet to discuss the misconduct and corrective actions. The director may require the student to take some specific follow-up action and may issue the following, including but not limited to:

    a. Warning: Notice, written or oral, that the continuation or repetition of certain conduct in violation may be the cause for more severe disciplinary action.

b. Censure: A written reprimand, which may include warning of more severe disciplinary sanction in the event of determination of a subsequent violation within a stated period of time.

A student who disagrees about the nature of the minor infraction or the corrective conversation may write to the Chief Academic Officer, who will consider the disagreement and determine whether any follow-up action is necessary.

Repeated minor infractions may result in more severe disciplinary actions. An administrator will keep records of disciplinary conversations to document the nature and frequency of infractions.

Formal Proceedings for Serious Offenses or Repeat Offenses

Discipline Review Process
Following are the steps for disciplinary proceedings for serious offenses:

- The director who receives a report of the offense must report the offense immediately to the Chief Academic Officer.
- The director will meet with the student to inform the student of the infraction in question and learn what happened from the student's perspective.
- Depending on the facts of the case, the director may appoint a member of the staff or administration (appointees) to meet with others to conduct follow-up interviews with persons involved in the case to assess the facts and circumstances; these interviews are for fact-finding.
- The director, in consultation with appointees, may conduct a meeting with the accused to discuss the case and possible penalties. The director may include at least one other professional colleague in any such discussion.
- If the director finds that the student is in violation and further concludes that the infraction merits disciplinary action, the director will provide written notice of the specific nature of the offense, including the rule violated and the complaint, based on the school's investigation.

For offenses in which suspension or expulsion is being considered, the director will, as warranted, engage in a variety of appropriate interventions that are commensurate with the nature of the infraction. These interventions can range in a variety of measures, including a verbal or written warning, mandatory consultations with a counselor, and/or follow-up conferences with a school official (or designated staff). Violations relating to the sale or distribution of drugs, weapons, or other serious violations that threaten the health and safety of the school community may result in immediate suspension or expulsion.

If the charges are denied, a student must be allowed to explain their version of events to the Chief Academic Officer.

With respect to any suspension or expulsion invoked, the student may request an appeal in writing. If an appeal request is made, the student may appear and discuss the suspension or expulsion with the Chief Academic Officer or Chief Executive Officer. Subsequent appeals may be made in writing to CC Prep's Board.

Disciplinary Actions
The range of permissible disciplinary actions, in addition to issuing a Warning or Censure (described above), includes but is not limited to the following:

a. Restitution: Reimbursement for defacement, damage to or misappropriation of property, whether that of the university or of any member of the university community.

b. Community Service: A student may be required to assist the university in some aspect of community service as deemed by the Dean of Students.

c. Suspension for a Definite Time: Exclusion from class and other privileges and/or activities, with possible forfeiture of academic credit, for a definite period of time, beginning immediately.

      i. Minor suspension: suspension of one (1) to five (5) days
      ii. Major suspension: suspension of five (5) to ten (10) days

d. Indefinite Suspension: Termination of student status, subject only to formal readmission, with no right to petition for readmission before the expiration of up to one calendar year from the date of suspension.

e. Expulsion: Termination of student status for an indefinite period of time. The conditions for readmission, if any, shall be stated in the order of expulsion.

Infarctions that may result in suspension or expulsion include but are not limited to:

Infractions resulting in minor suspension
- Smoking in a non-designated area
- Cheating/Plagiarism
- Profane language
- Disruptive behavior/willfully interrupting the learning process
- Solicitation

Infractions resulting in minor or major suspension
- Defiant/Confrontational behavior

- Theft
- Vandalism
- Disrespect to any staff or student
- Graffiti or defacing School property
- Improper use of school/technology equipment

Infractions resulting in major suspension or expulsion (unless otherwise noted):
- Use or sale of drugs or alcohol – Expulsion
- Bringing a firearm or explosive materials to school – Expulsion
- Providing false information for enrollment, eligibility (e.g. DC Residency) – Expulsion
- Sexual harassment - Expulsion
- Making Threats
- Fighting or assault
- Falsely activating the alarm system
- Failure to adhere to health & safety rules (e.g., fire drills, etc.)
- Possession of a weapon (including but not limited to knives, brass knuckles, nunchucks, tasers, stun guns, pepper spray, mace, or use of everyday items as a weapon.)

STUDENT COMPLAINTS AND GRIEVANCES

CC PREP is dedicated to a policy which provides that all grievances relating to students will be handled fairly and equally, without regard to race, color, sex, age, religion, disability, national origin, marital status, veteran status, political affiliation, sexual orientation, gender identity or other non-merit factors.

It is the policy of CC PREP to provide fair and orderly procedures to resolve student grievances. Nothing in this policy prevents a student from discussing a complaint informally with any appropriate CC PREP official.

Students may have concerns or complaints that are not related to the specific issues of academic appeals, or appeals from suspensions or dismissals, that have specific appeals processes set forth in the Student Discipline policy. Additionally, the policy statements on Harassment, Sexual Misconduct, and other policy statements contain specific directions for reporting specific incidents.

Reporting Concern or Complaint and Resolution Process
For all other concerns and complaints, whether about specific academic or co-curricular programs, or about conduct or conditions at CC PREP, students should follow this process:

- If the matter is about a specific issue involving a staff or instructor, the student should first attempt to resolve the complaint informally and directly with the staff person responsible for the topic in question.
- If unresolved or if the concern or complaint is about an academic program or student support service, the student should address the complaint in writing with the Director of Curriculum and Instruction or Director of Student Support Services by providing a detailed account of the grievance committed and the reason for which the grievance could not be resolved informally using the Student Grievance and Complaint Form. The director can make a final decision regarding the grievance.
- If unresolved or the concern or complaint is about an administrative department or service, the student should address the complaint to the Chief Academic Officer who will make the final judgment regarding the grievance.
- If the student cannot resolve the concern or complaint with the Chief Academic Officer and would like to appeal the decision, or if the complaint is about the Chief Academic Officer, the student has the right to appeal to the Chief Executive Officer, who will make a final judgment regarding the grievance or appeal.
- A grievance against the Chief Executive Officer shall be submitted in writing to the Chair of the Board of Trustees. The Board, in turn, will refer it to the Executive Committee for review and final disposition.

In all cases, CC PREP's preferred practice is to receive complaints or statements of concern in writing. Written statements make it possible to preserve records of the issues, to ascertain the facts accurately, and to avoid confusion that can arise with oral communications. For this purpose, CC PREP strongly urges students to submit concerns or complaints in writing via email to the responsible persons.

Upon reviewing the statement from the student, the staff or administrator may respond directly to the student; may ask the student to meet for further discussion; or may send the statement on to the most appropriate person for review and response. Responses will be in writing to ensure thoroughness, accuracy of facts, and clarity of the resolution of the matter.

If the matter remains unresolved at lower levels of review, the student may address the concern or complaint to Board of Trustees for an additional final review.

Students need to be aware that not all complaints result in a resolution in the student's favor. Students have a right to be heard, to have the complaint taken seriously and reviewed for appropriate application of CC PREP's policies and procedures. Students do not have a right to a specific requested result.

BULLYING, HARASSMENT AND HOSTILE ENVIRONMENT

CC PREP is committed to maintaining a positive learning environment where all persons who participate in programs and activities can work and learn in an atmosphere free of all forms of harassment, exploitation, or intimidation. The School does not tolerate acts of harassment or related retaliation against or by any student In the interest of preventing harassment and the development of a hostile environment, the School responds to all reports of any such conduct. In determining whether the reported conduct constitutes harassment, consideration shall be given to the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Bullying
CC PREP, a school for adults, has developed this bullying prevention policy aimed toward our adult student population. The School developed this bullying prevention policy for adult students while adhering to the spirit and intent of the Youth Bullying Prevention Act .

Statement
The Community College Preparatory Academy Public Charter School prohibits bullying of all types.

Definitions
The District of Columbia code defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intra-family offense, place or residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
    1. Place the youth in reasonable fear of physical harm to their person or property;
    2. Cause a substantial detrimental effect on the youth's physical or mental health;
    3. Substantially interfere with the youth's academic performance or attendance; or
    4. Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

Bullying Prevention Policy Scope and Applicability

The DC Code requires the following enforcement aspects in policies on Bullying Prevention:

1. Enforced on the School property, including electronic communication on, or with, its property.
2. Enforced at School sponsored functions.
3. Enforced on its transportation, or transportation sponsored by it.
4. Enforced on electronic communication. "Enforced on electronic communication" includes electronic bullying through technology owned by CRIPCS as well as electronic communications that occur off-campus that interfere with a student's ability to participate in or benefit from CRIPCS' services, activities, or privileges.

Student Behavior Expectations

Respect is critical in our diverse community. Students must demonstrate respect through their appropriate actions, words, tone and body language. Unacceptable behavior includes any
behavior that infringes on another student's right to learn. These behaviors include, but are not limited to, offensive language and gestures, disrespecting a staff or faculty member, damage to school property, improper use of school equipment, theft, sexual harassment, making threats against others, harming others, and fighting or committing assaults. Behavior that poses a threat to the health and safety of others may be grounds for immediate expulsion.

Harassment

Harassment is either (1) conduct — which may or may not be sexual in nature — that, because of its severity and/or persistence, interferes significantly with an individual's educational experience; or (2) using a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when:

- Submission to such conduct is explicitly or implicitly made a term or condition of an individual's educational experience; or
- Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's educational experience.

The conduct alleged to constitute harassment under this policy shall be evaluated from the perspective of a reasonable person similarly situated to the complainant and in consideration of the context of the behavior.

Hostile Environment

Hostile environment includes unwelcome conduct by an individual(s) against another individual based upon his or her protected class that is sufficiently severe or pervasive so that it alters the conditions of the educational experience and creates an environment that a reasonable person would find intimidating, hostile, or offensive. The determination of whether an environment is "hostile" will be based on the totality of the relevant circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhand comments, and isolated incidents (unless extremely serious) will generally not support a finding of hostile environment harassment.

Protected classes are those classes of persons which are protected from discrimination pursuant to federal, state, or District of Columbia law, based on race, color, national origin, gender, age, disability, creed, religion, sexual orientation, or veteran status. Discrimination and discriminatory harassment based on any of the protected classes is a violation of federal and/or local law.

Retaliation is a materially adverse action that would dissuade a reasonable person from reporting an allegation of discrimination or harassment, or participating in support of an investigation of an allegation of discrimination or harassment. A determination of whether an action will be materially adverse is made on a case-by-case basis.

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile, or offensive working or learning environment. Sexual harassment may include incidents between any members of the CC PREP community, including faculty and other academic appointees, staff, students, and non-student or non-employee participants in School programs, such as vendors, contractors, and visitors. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex. Sexual harassment should be reported immediately, but it must be reported within 180 days of the occurrence. However, under compelling circumstances, a delayed report of sexual harassment may be made, provided it is made within 180 days after a student has graduated from or left the School. The U. S. Department of Education Office of Civil Rights (OCR) investigates complaints of unlawful harassment of students in educational programs or activities. The OCR may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the OCR listed in the telephone directory.

WEAPONS, VIOLENCE AND THREATENING BEHAVIOR

CC PREP is committed to providing a learning and working environment that is safe for all members of the School community. The School will not tolerate violent acts on its premises or at locations administered by the School or in its programs. This policy of "zero tolerance" extends not only to actual violent conduct but also to verbal threats and intimidation of or by students, faculty, instructors, staff, or visitors to the School. Intentionally causing damage to School property or to the property of an employee, student, or visitor to the School while on School property or in connection with a School-sponsored activity is prohibited. The possession of any dangerous weapon, to include any firearm, on School property by any person other than a law enforcement officer in the course of his or her duty is strictly prohibited. This is aligned with the requirement of the federal Gun-Free Schools Act of 1994, which applies to public schools, and states that a student who is determined to have brought a weapon to school must be dismissed from the school for at least one calendar year.

The School responds promptly to reports of threats and acts of violence, including prompt investigation and timely involvement of law enforcement agencies, when appropriate. Managers and supervisors are specifically empowered to take immediate action to resolve or stabilize violent situations in the workplace, and to protect people from harm. CCPREP has employed security staff to ensure the safety of CC Prep students, staff and school facilities. Said security staff members are authorized to apprehend any who might jeopardize the school's safety and security, until otherwise advised by DC Metropolitan Police Department or DC authorities.

Students who violate this policy are dealt with in accordance with the School's Code of Student Conduct.

ALCOHOL AND DRUGS

Students of CC PREP shall not unlawfully possess, sell, use, purchase, manufacture, give away, or otherwise distribute controlled substances or other drugs or, where prohibited, alcohol while on campus, attending a CC PREP-sponsored off-campus event, or while serving as a representative of the CC PREP at off-campus meetings. Students who violate this policy are subject to disciplinary action in accord with student conduct procedures governing such violations. Further, the CC PREP reserves the right to notify the appropriate agencies of the U.S. Government and/or DC government for investigation and, if warranted, prosecution.

SMOKING

CC PREP has a smoke-free environment in all interior areas of the School. Smoking is prohibited in all CC PREP facilities. Employees and students who violate this policy may be subject to disciplinary action.

SOCIAL MEDIA

CC PREP recognizes that social networking has changed the way people communicate and that students want to be a part of this ever-changing platform. Social networking sites expand one's reach immensely and there are many valuable uses of these networks. However, because social networking is so accessible and has blurred the lines between personal and private, students should be aware of several concerns with social networking sites.

Realize that information you post without using appropriate privacy settings may be available to anyone including CCPREP staff members, current or prospective employers, and more. While CCPREP encourages online collaboration, we would like to provide you with a set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.
- Online can mean forever. Remember that what you post is accessible long after you remove it. Screenshots can be taken, and comments can be forwarded or copied. Years from now current or prospective employers could find posts that you create now. If it is not something you would say to an employer in person, you should think twice about posting it online. Don't let poor judgment now prevent you from securing your dream job.
- Use privacy settings. Understand and use the privacy settings on social networking sites. If you do not, your personal information is available to the entire world and potentially vulnerable to those who might abuse it for their own gain. CCPREP advises against students providing personal identifying information such as date of birth, phone numbers, home addresses, or class schedules on social media sites.
- Be careful. Be aware of who you add as a friend to your social media pages. Do not allow someone else to create and manage accounts on your behalf unless you have total access to the logins, passwords, and procedures for those accounts.
- Respect others. Don't infringe on the privacy of others. Never post personal information or photos of others without their consent. If someone objects to photography, avoid using it as a matter of common courtesy.
- Follow the rules. Make sure you understand the policies and terms of use of any social media outlet you use. Displaying behavior that violates federal and/or state law could have serious consequences that could affect your future.

- **Follow CC PREP policies.** All CC PREP policies apply to social networking as well. Adhere to any/all applicable student policies and standards of conduct.

USE OF CELLULAR PHONES AND OTHER ELECTRONIC COMMUNICATIONS DEVICES

As cell phones and wireless devices are a central part of our culture, we understand the necessity of having them with us. However, they can be a distraction to the educational process unless they are being utilized as a platform for a lesson. Cellular phones and other electronic communication devices must be turned off or silenced during class sessions and during School events where they would cause a distraction to others (e g, during performances or speeches). Repeated infractions of this policy can result in disciplinary action.

Additionally, students are expected to respect classes that may be in session while they are in CCPREP's hallways. To this end, students will maintain respectable inside voices while in the hallways at low volumes. If a call is necessary, students will take the call as far away from classrooms as possible and maintain a courteous volume to avoid disrupting other students and staff.

Electronic communications devices must be stored during all tests and examinations and in any other situation where the use of those devices might jeopardize the integrity of the instructional program. Use of electronic communications devices to photograph tests or other materials not intended for outside distribution, to obtain outside help, or in any way that breaches the School's academic integrity and code of conduct policy will result in disciplinary action.

NETWORK AND RESPONSIBLE COMPUTING

CC PREP's computers, networks, and information systems exist to promote shared access to computing, communication, and information systems necessary to support the School's mission. Thus, all account holders of School information facilities have the responsibility to use these systems in a respectful, ethical, professional, and legal manner.

All users of School information facilities are required to demonstrate respect for:

- The privacy of others;

- Intellectual property rights (copyrights, trademarks, licenses, etc) and ownership of information;
- The operation and integrity of the various information systems;
- Individuals' rights to be free of intimidation, harassment, and unwarranted annoyances; and
- Relevant local and federal laws in relation to information technology

While the School recognizes and respects the privacy of all users, it cannot guarantee confidentiality in the use of any School information system. Electronic records retained on School systems are subject to local and federal Privacy Acts as well as the Freedom of Information Act. Individuals are advised that email messages are written records that could be subject to review with just cause and may be subject to Freedom of Information Act and legal investigation requests.

In addition, School system administrators may view any files, including email messages, in the course of troubleshooting system problems. System administrators have the authority to do this and will treat any information on the systems as confidential. World Wide Web information located in designated Web directories will be considered public information if read access is granted.

Access to School information systems is a privilege and may be revoked for reasons including, but not limited to, violations of this policy, attacking the security of the system, modifying or divulging private information such as a file or mail contents of other users without their consent, modifying or destroying School data, or using the national networks in a manner contrary to established guidelines. Access may be revoked at any time on a permanent or interim basis by the School system administrators in order to safeguard School resources and protect School privileges. Individuals responsible for violating this policy may be subject to disciplinary action. Revocations may be appealed via the procedures outlined in the Code of Student Conduct, as appropriate.

Acceptable Use
1) All use of the Internet, computer and other electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the CC PREP.
2) Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3) Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4) All communications and information accessible via the network should be assumed to be private property.

5) Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6) Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7) From time to time, CC PREP will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use
1) Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2) Any use of the network for commercial or for-profit purposes is prohibited.
3) Excessive use of the network for personal business shall be cause for disciplinary action.
4) Any use of the network for product advertisement or political lobbying is prohibited.
5) Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6) No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7) Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8) Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9) The unauthorized installation of any software, including shareware and freeware, for use on CC PREP computers is prohibited.
10) Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11) CC PREP network may not be used for downloading entertainment software or other files not related to the mission and objectives of the CC PREP for transfer to a user's home computer, personal computer, or other media.
12) This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the CC PREP.
13) Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
14) Use of the network for any unlawful purpose is prohibited.

15) Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
16) Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
17) Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless used for instructional purposes and previously authorized by the system administrator.

CAMPUS CONTACTS

Title IX Coordinator	Dr. BP Walker	Bp@ccprep-academy.org
Bullying Coordinator	Dr. BP Walker	Bp@ccprep-academy.org
Complaints	Dr. BP Walker	Bp@ccprep-academy.org
English Learner Coordinator	Ms. Avril Crooks	Avril@ccprep-academy.org
McKinney-Vento Homeless Coordinator	Ms. Denise Parker	Denise@ccprep-academy.org
Special Education Manager	Ms. Avril Crooks	Avril@ccprep-academy.org