



Parent Contract and Agreements

Capital City Public Charter School encourages collaboration between students, parents, staff, and the community to address and creatively solve problems. Capital City Public Charter School was founded by parents, and as such we take the role of parents in education extremely seriously.

As a parent, I am an essential part of my child's education and I agree to be an educational partner with my child and the school. The school culture will reflect high standards of personal and social behavior on the part of everyone involved in the school. As a parent I have the following rights and responsibilities:

My Rights

- I expect that my child will learn in a safe and healthy environment
- I will be given opportunities to provide staff with feedback on the strengths and weaknesses of our school
- I expect to be treated with respect and caring in my interactions with school staff, fellow parents, and students
- I am entitled to have my concerns, if any, heard and addressed. This does not mean my point of view will always prevail, but that my concerns will always be taken seriously

My Responsibilities

- I will support the mission and goals of Capital City Public Charter School
- I will be an active partner with the teachers and my child in my child's education. I will attend all scheduled parent-teacher conferences, which take place in August, November February, and June, and will communicate frequently with my child's teacher
- I will support my child at home by providing an environment conducive to learning, and make sure my child completes homework and attends school regularly and on time
- I will contribute at least 20 hours per year per family (10 hours per year for single parent families) of volunteer time to the school, in activities suited to my interests and schedule. I will keep a record of volunteer hours at school or at home
- I will raise any concerns I have directly with the appropriate teacher or the principal whenever possible, and will model respect in my interactions with staff, other parents, and students



Medical Treatment Agreement

If my child becomes ill or involved in an accident and I cannot be contacted, I authorize Capital City Public Charter School, located at 100 Peabody St. NW, Washington, DC 20011, to take my child for emergency medical treatment. I accept responsibility for any necessary expense incurred in the medical treatment of my child.

Media Release

This form gives Capital City Public Charter school and partner organizations (including EL Education , Center for Inspired Teaching) permission to use your child's picture (video or still photograph), and your child's schoolwork, quotations, or comments for public relations, public information, school promotion, publicity, and/or instructional purposes.

Publicity is very important to Capital City. Our school website, online forums and articles in newspapers, magazines, and educational publications all help to spread the word about Capital City's excellent program. Media coverage (online, in print, TV or radio) raises the profile of our school, which in turn makes it easier for Capital City to attract high quality staff, gain support from more individual and corporate donors, and build partnerships with other organizations. Annual reports, newsletters, and brochures help donors and prospective families better understand our school.

While we would like our students to help promote the school, we also respect their right to privacy and safety. We will not publish full names of students unless prior permission has been obtained. When we use quotes on our website, it will only say "Sue, grade 4".

By agreeing to this document, you give full consent for CCPCS and partner organizations, including EL Education and the Center for Inspired Teaching, to copyright or publish any photographs or videos taken by them in which your child appears. You also agree that CCPCS may use these photographs and videos, as well as schoolwork, quotations or comments for public display and/or publications.



Attendance Contract

At Capital City, consistent and on-time attendance is critical to academic success. Therefore, we require our families to agree to follow the policy stated below. With ALL students attending classes regularly and on time, teachers are able to lead students along our rigorous academic path.

Extensive absences and tardiness diminish the ability of the student to learn and disrupt the classroom community. Persistent absenteeism and tardiness that results in a comparable absence from school (4 incidences of tardiness to school or class will be considered equivalent to 1 absence) will result in the following actions being taken to encourage better attendance:

Students who accrue more than 10 unexcused absences in a school year are considered chronically truant in accordance with the Compulsory Education and School Attendance Regulations of the District of Columbia. Capital City is required to refer to the Child and Family Services Agency any student between the ages of 5 through 13 after the accrual of 10 unexcused absences. Students between the ages of 14 through 17 shall be referred to the Court Social Services Division of the Superior Court of the District of Columbia and the Office of the Attorney General Juvenile Section after the accrual of 15 unexcused absences.

When a student is absent for 15 consecutive days without valid reason and communication with the school, Capital City will take action to withdraw the student from the school. The school will send written notification to the parent/guardian indicating the intention to withdraw the student from Capital City. The parent/guardian will have seven days to respond to the Head of School if they wish to have their child continue at Capital City. If there is no response, the student will be withdrawn from the school. If the parent/guardian responds and wishes their child to continue at Capital City, a meeting to discuss attendance and develop a plan will be required. Other provisions of this attendance policy apply and a student may be denied readmission if absences persist and accumulated absences for the school year are greater than 25.

Directory

CCPCS publishes a directory of all CCPCS families. Published information includes names of parents/guardians, student's home address, home phone, parent(s) cell, work phone and email address. This directory is distributed to CCPCS families and staff members only. Please indicate whether you give consent for publishing this information in the school's directory.