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## Parent - Student Handbook 2024 - 2025

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Youthbuild Columbus Community School

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\*\*\* NOTICE \*\*\*

YouthBuild Columbus Community School is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled and attending School are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment at YouthBuild Columbus Community School. For more information about this matter, please contact the School Administration of the Ohio Department of Education.

Disclaimer: Parent-Student Handbook is based on policies accepted by the Board of Directors. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the policies provided in this Handbook since it was printed and disseminated in July 2024. If anything in this Parent-Student Handbook conflicts with a Board Policy, the Board Policy shall supersede the Parent-Student Handbook. If you have questions or would like more information about a specific policy or document, contact the School principal.

YouthBuild Columbus Community School is a student-centered organization delivering excellence in education. Our Team is committed to our students, our communities, and each other. We believe that our cohesion and morale help us to achieve excellence in our schools. Our commitment to our students and our dedication to impacting their education through innovative methods makes us unique.

At YouthBuild Columbus Community School, we believe the following:

- Every student deserves an environment that enables them to achieve to their potential
- We respect our work and each other
- We use data to inform our decisions and measure our success

#### SaferOH

The Safer Ohio School Tip Line is a free safety resource available to all Ohio schools. The tipline is an anonymous reporting system that accepts both calls and texts 24 hours a day. The tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety--whether that involves a threatened mass incident or harm to a single student.

Calls and texts are accepted 24 hours a day at 844-SaferOH or (844) 723-3764.

Things to report to the tip line include (but are not limited to):

- \* Bullying incidents;
- \* Withdrawn student behaviors;
- \* Verbal or written threats observed toward students, faculty or schools;
- \* Weapon/suspicious devices on or near school grounds;
- \* Gang related activities;
- \* Unusual/suspicious behavior of students or staff;
- \* Self-hare or suicidal sentiments; and
- \* Any other school safety related concerns.

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## **Introduction**

YouthBuild Columbus Community School (the “School”) is a special place for students. You will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will allow you to be successful in life, on the job and with your continuing education.

You can graduate from YouthBuild Columbus Community School with a state recognized High School diploma, well prepared to live as a productive and responsible citizen in your community. You will leave feeling confident of your abilities and prepared to find a good job, enter a trade, an apprenticeship, or attend a post-secondary educational program.

You will work hard and learn to give your best effort on your own behalf. Everyone at YouthBuild Columbus Community School is treated with respect. We require and demand a commitment from you—not just in following the School’s rules—but also in striving to reach your fullest potential, and to make YouthBuild Columbus Community School the best School in the city.

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the Handbook available for reference by you and your parents. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school taking into consideration the best interests of the School, its faculty, employees, students or overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. Note that where permitted by law any references to parent or guardian in this Handbook applies equally to any student that is 18 years of age or older and enrolled as an independent student. If you have any questions about this Handbook, please contact the School’s Director. The School Director has similar authority and responsibilities as the superintendent of schools for a local district.

The Board of Directors may update policies periodically during the school year. The parent/student handbook does not constitute a contract between the school and the student/parent, and the school reserves the right at its discretion to change or amend the handbook at any time in the future. Guidelines from the Ohio Department of Education, Ohio Department of Health, and other government agencies related to COVID-19 may have a substantial impact on the policies of procedures implemented in this academic year.

## **I. Admission Information**

### **A. Enrollment**

Applications are accepted any time of the year at YouthBuild Columbus Community School. The following are general admissions procedures for YouthBuild Columbus Community School:

1. Complete a YouthBuild Columbus Community School application and return it to the School.

If you have a copy of your transcript, this should also be attached. If you do not have a copy of your transcript, you and/or your parent/guardian will sign a "Request for Records" form for the last school that you attended. Your records will only be used to verify existing credits.

2. In order to complete your enrollment application, you will also be required to submit copies of your Birth Certificate, Immunization Record, and proof of residence, such as a monthly utility bill, lease, or mortgage statement. A photo ID may also be required.
3. Once you have submitted your enrollment application and any other required documentation, you will be scheduled for orientation and/or assigned to an academic class and session based upon availability.
4. Either prior to or during your orientation, you will be scheduled for a confidential assessment test.
5. In the event that enrollment exceeds capacity, YouthBuild Columbus Community School will perform a blind, random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences will be given to existing students, siblings of existing students, and students that reside in the district in which the School is located and students who are children of full-time staff members employed by the school. The School is a Dropout Prevention and Recovery School. As such, the School will comply with and may limit the enrollment of students as required to meet the requirements set forth in Ohio Administrative Code 3301-102-10.

#### **B. Fee**

There is no tuition fee or tuition of any kind at YouthBuild Columbus Community School.

#### **C. Non-Discrimination Policy**

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. YouthBuild Columbus Community School will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

#### **D. Student Immunizations**

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. No student shall be permitted to remain in school for more than 14 days if the student has not met the minimum immunization requirements.

If a student's Immunization Records have not been received by the School by the 15th day of enrollment, the student will be released from School and will not be able to attend until he/she can submit his/her medical records from their last school of attendance or primary physician or

he/she can prove that he/she has begun the Immunization process in accordance with the requirements set forth by the Ohio Department of Health. At the time of this handbook being issued, the Ohio Department of Health requires a student to be immunized against mumps, rubeola, rubella, and chicken pox, and if the student has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, hepatitis B, and meningococcal disease, the student has received at least the first dose of the immunization sequence, and presents written evidence to the School Director of each subsequent dose required to obtain immunization at the intervals prescribed by the director of health. A student who has been released for not submitting a copy of his/her Immunization Records will be counted, as an unexcused absence while the student is not attending school.

The minimum immunization requirements for a student, grades 9-12, may be found at the following website: [www.odh.ohio.gov](http://www.odh.ohio.gov) or by inquiring at the School.

### **E. Re-Enrollment**

Students who have withdrawn from YouthBuild Columbus Community School during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires Director approval.

### **F. Annually Required Documents**

At the beginning of each school year the School will distribute and collect the following forms and documents from all students who have rolled over from the previous school year:

- Current school year Board-approved Parent/Student Handbook (no collection necessary)
- Current school year Board-approved School Calendar (no collection necessary)
- Income Verification Form – must be completed, signed by the parent or student (if over 18), and collected
- Emergency Medical Authorization – must be completed, signed by the parent or student (if over 18), and collected (it is the parent’s responsibility to update this information)
- Title One Compact – must be completed, signed by the parent or student (if over 18), and collected for both school wide and targeted schools
- Family Education Services (FES) consent forms (if applicable) must be completed, signed by the parent or student (if over 18), and collected
- Free and Reduced Lunch Form (if applicable) must be completed, signed by the parent or student (if over 18), and collected
- Parent / Student Contract
- Ohio Core Opt-Out Form
- Allergy Action Plan – In emergency circumstances, based on the nature of the allergy and severity of the illness, staff members may administer allergy medication. Please refer to the food and allergy policy for further details.

### **G. Change of Address/Phone Number**

It is the Parent/Guardian/Student’s responsibility to inform the School office of any change of address or phone number. Any other relevant information must also be updated in the office. If you have a change of address, you are required to bring the corrected student information and proof of residency documentation to the School office. If there is a change of custody for the student, you are required to bring the corrected student information, including the current custody order, to the School office.

## H. Non-Sectarian School

YouthBuild Columbus Community School is a public, non-sectarian school.

## II. Student Responsibilities

### A. Code of Conduct

YouthBuild Columbus Community School recognizes that a positive learning environment cannot occur without maintaining order and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to guarantee the rights of every student at YouthBuild Columbus Community School.

Students at YouthBuild Columbus Community School are required to know the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of YouthBuild Columbus Community School is very important. Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any conduct that occurs:

1. On School grounds during the school day or immediately before or after school hours;
2. On School grounds at any other time when the School is being used by a school group;
3. On or off School grounds at any school activity, function or event; and
4. Traveling to and from School, including actions on any school or public conveyance; and
5. On the Internet on School grounds or off School grounds if it affects the learning environment.

Under this Code of Conduct, the following definitions will apply:

Student: A person, adult or minor, enrolled in YouthBuild Columbus Community School

Parent: (a) Official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, or court-appointed guardian, including any and all State of Ohio government case workers and/or group home employees as identified at the time of admission or amended in writing thereafter; or an emancipated minor (proof required); (b) For dependent adult student, ages 18-20, parent, guardian, etc. with whom he/she lives; or (c) For married and independent adult students ages 18-20 and for all students 21 years old or above, the student himself/herself.

Personnel: Any official, employee, volunteer or person charged with carrying out the work of the School.

The following behaviors are considered OFFENSES at YouthBuild Columbus Community School and will result in corrective action, potentially including a suspension, expulsion, or withdrawal, in accordance with law and at the discretion of the Director.

1. Dress Code Violation – not dressed according to the Youthbuild



- Community School dress code
2. Disruption – interfering with school policies or classroom routine
  3. Cheating – copying someone else’s work or in any way trying to take credit for work not done by the student himself/herself
  4. Profane Language – use of profane or unacceptable language
  5. Sexual Misconduct – including, but not limited to improper public display of affection in the school building or at any school related activity including but not limited to kissing, etc. The prominent display of “hickeys” or passion marks is prohibited.
  6. Smoking – smoking of any kind, including e-cigarettes, or any other use of tobacco in the school building and on school grounds is strictly prohibited
  7. Sleeping – activity which results in student non-performance
  8. Disobedience to the lawful instructions of a teacher – disobeying the lawful instructions of a Director, teacher, or other staff member of YouthBuild Columbus Community School.
  9. Out-of-Bounds – being in any part of the building or grounds including bathrooms, parking lot, classroom, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority. If a student is in an area of the building without permission, other than classroom, it is grounds for removal from the School.
  10. Possession of prohibited items – Students may not have cellular phones or pagers, (these items must be checked in with the teacher upon arrival time), or food or beverages in unauthorized areas.
  11. Non-completion of assigned activities – failure to finish academic work  
-Failure to provide name or identification to School personnel – refusal to provide YouthBuild Columbus Community School personnel with his/her name identification, or other necessary information including, but not limited to: current phone number, address, etc.
  12. Theft – taking the property of another without right or permission
  13. Fighting or violence – participating in physical contact and/or verbal abuse with one or more students or personnel
  14. Vandalism – purposeful destruction of school or student property
  15. Gang Activities – participating in gang activities
  16. False fire and/or bomb alarm – willful intent to cause panic by submitting false information
  17. Arson or attempted arson – setting fire or attempting to set fire to any school or building property
  18. Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance
  19. Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, knives etc. and lookalikes of any item listed above
  20. Wrongful conduct – actions that impede, obstruct, interfere with or violate Youthbuild Community School’s mission, philosophy, and regulations
  21. Destruction and or intentional harm to person or property
  22. Sexual harassment, misconduct, and or improper language or inappropriate touching or sexting
  23. Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
  24. Conduct which endangers themselves or others – any form of physical contact that jeopardizes others including, but not limited to, horse-play

- and throwing objects.
25. Harassment, Intimidation, or Bullying behavior whether in the classroom, on school property, to and from school, or at school- sponsored events, is expressly forbidden
  26. Health and Safety- Actions that endanger the health and/or safety of fellow students, staff, or guests in the School
  27. Violation of School policy
  28. Any other behaviors or actions that the Director deems, in his or her sole discretion, impede, obstruct, interfere or violate the mission or philosophy of the School or cause a disruption to the educational environment or as an offense which may result in corrective action.

## **B. Dress Code**

### General Guidelines:

1. No non-religious head coverings are permitted, including but not limited to: hats, caps, hoods, bandannas, or sunglasses are allowed to be worn in the School, unless previously authorized by School personnel.
2. Each student must maintain a neat, clean, professional appearance at all times.
3. All students must wear YouthBuild Columbus Community School shirts or other YouthBuild Columbus Community School approved attire.
4. Men can wear denim jeans, khaki pants, cargo pants, corduroy pants, and dress pants. Students are not permitted to wear pajamas bottoms, pajama bottom-style pants, sweat pants and or spandex. Pants are to be worn at the waist with a belt, (no undergarments should show) and may not be oversized or undersized. Any type of shoe is approved.
5. Women can wear denim jeans, khaki pants, cargo pants, corduroy pants, dress pants, skirts, dresses and Capri pants. Students are not permitted to wear pajama bottoms, pajama bottom-style pants, sweat pants or spandex. Skirts must be no shorter than fingertip length or mid-thigh. Pants/skirts are to be worn at the waist (no undergarments should show) and may not be oversized or undersized. Any type of shoe is approved.
6. Replacement YouthBuild Columbus Community School shirts may be obtained through community service or volunteer efforts.
7. The Director may make exceptions to the dress code based on physical disability or other conditions.
8. Students not conforming to the dress code may not be admitted to class and may be deemed absent.
9. All Students that attend YouthBuild Columbus Community School must adhere to the dress code policy as stated.

## **C. Attendance Policy**

All students must maintain a regular and consistent in-seat attendance rate while enrolled at YouthBuild Columbus Community School. Students at YouthBuild Columbus Community School are expected to attend their academic session and be on time.

Students must sign a daily attendance sheet at the beginning of their session. These sheets are kept as attendance records in the main office.

If the student needs to miss school, the student or parent/guardian (if student is under 18) must call the School on or before the day of the absence and a written excuse must be brought to school upon the student's return.

## 1. Excused Absences

Excused absences require written documentation such as a doctor's note, verification from the court or employer, or any other documentation as stated below. All students are required to submit written documentation regarding excused absences to YouthBuild Columbus Community School. An excused absence or tardy will be granted if the student is not in school for the following reasons:

- a. Medical appointment (with appropriate written documentation)
- b. Under a doctor's care (with appropriate written documentation)
- c. Automotive (with appropriate tow truck or repair shop receipt)
- d. Scheduled road test for a driver's license (with appropriate written documentation)
- e. Quarantine of the home
- f. Employment (which cannot be conducted outside of school hours and with appropriate written documentation from employer)
- g. Death of a relative (with appropriate written documentation)
- h. Personal Illness (with appropriate written documentation)
- i. Court appearance (with appropriate written documentation)
- j. Absences due to a student's placement in foster care or change in foster care placement or any court appearance related to their foster care status
- k. Absences due to a student being homeless
- l. College visitation
- m. Appointments that cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) and with appropriate written documentation
- n. Emergency or other setoff circumstances in which the judgment of the Director constitutes a good and sufficient cause for absence from school

Any prolonged absence due to illness or other documented reason will also be excused. Excused absences with documentation, such as a doctor's note or verification from the court, can still count against a student's average attendance percentage.

## 2. Unexcused Absences

Unexcused absences include the following:

- a. Any nonmedical absence where a student fails to provide appropriate written documentation of the absence (Students should have written documentation for absences in-hand on the first day that they return to school.)
- b. Leaving school early without proper authorization
- c. Each day that a student is late without appropriate documentation and for any other unexcused absence defined by the School Director

**Any student whose unexcused absences exceed seventy-two (72) consecutive hours of learning opportunities will be automatically withdrawn from school per Section 3314.03 of the Ohio**

**Revised Code.** Students may be permitted to re-enroll in the School after attending a scheduled meeting with the Director.

#### **D. Truancy Policy**

Under Ohio law, a child must attend school between the ages of 6 and 18 years old. Unless a student under the age of 18 has a legitimate excuse for missing school, he or she must attend school. Absences without a legitimate reason can result in consequences for the parent or guardian as well as for the student. YouthBuild Columbus Community School will act according to any federal, state, county and/or local laws or rules for any student who is deemed as truant. A student will be considered a “habitual truant” if he or she is absent without a legitimate reason for:

- 30 or more consecutive hours;
- 42 or more hours in one school month; or
- 72 or more hours in a school year.

As required by law, within ten (10) days of the school’s determination that a student is a habitual truant, the school shall assign the student to an absence intervention team which shall develop a plan aimed at reducing or eliminating further absences. The student’s continued absence and/or failure to participate and make satisfactory progress in accordance with the plan may require the School to file a complaint in juvenile court, naming both the student and the student’s parent, guardian, or other person having care of the student and alleging that the student is an unruly child based on habitual truancy.

If a student is a truant and the parent, guardian, or other person having care of the student has failed to cause the student’s attendance, the School may require the parent, guardian or other person having care of the student to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at school.

#### **E. Tardy Policy**

1. Students must call in at least 15 minutes before their scheduled class to notify the receptionist that they will be late.
2. Students calling in later than 15 minutes before their scheduled class must see a member of the administration staff before being admitted to class.
3. The Director will handle all special circumstances on a case-by-case basis.

#### **F. Suspension & Expulsion Procedures**

**Suspension.** Out-of-school suspension is removal of a student from school for a period of one to ten days. While students are serving an out-of-school suspension, they shall be afforded the opportunity to complete any classroom assignment missed because of the suspension. The student shall receive full credit for such assignments that are turned in by the designated deadlines. A student serving an out-of-school suspension shall not receive a failing grade on a completed assignment solely on account of the suspension. The Director may allow a student serving an in-school suspension to complete classroom assignments missed because of the suspension. The Director shall ensure the student is serving the suspension in a supervised learning environment. During suspension, students are not permitted to participate in extracurricular activities or be on any school property.

The Director, Assistant Director or Director designee may suspend a student. Prior to suspending a student, the Director, Assistant Director or Director designee must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation; and
2. Provide the student an opportunity to appear at an informal hearing before the Director, Assistant Director or Director designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student's suspension, the Director, Assistant Director or Director designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the suspension;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the suspension;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the Director within five (5) school days of the written notice of suspension. The Director shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If there are fewer than ten school days remaining, the out-of-school suspension may not be applied to the following school year, but the School Director may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

**Expulsion.** Except as specifically provided for by statute, the Director may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in extracurricular activities or be on any school property. Expulsions may extend into the following school year.

Only the Director may expel a student. No student shall be expelled unless prior to the expulsion, the Director does both of the following:

1. The Director shall give the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall

include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the Director or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the principal grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the principal shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the principal may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

2. the student and parent, guardian, or custodian an opportunity to appear in person before the Director or his/her designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

Within one school day after the time of the student's expulsion, the Director shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board of Directors. The notice shall contain:

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board of Directors or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of Directors of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the principal within fourteen (14) calendar days of the written notice of expulsion. The Director shall immediately forward this written appeal to the Board of Directors and Board of Directors' appeal hearing designee.

If the Director expels a student for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

An expelled student will be provided with a date for re-entry and the date for the re-entry conference. The expelled student, and parent or guardian of the student must be present in the re-entry conference.

The student and parent or guardian of any student will be notified in the event that the student fails to attend the re-entry conference.

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from school for any reason after the incident giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have been expelled for a period of time had the student remained in school, the expulsion will be for the same length of time as on a student who has not withdrawn from school.

**Weapons Expulsion.** A student must be expelled for one year for:

1. Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, school extra-curricular activities or school related events).
2. A student may be expelled for one year for:
  - Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is not located at the School or on School Property.
  - Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other school program or activity which firearm was initially brought onto the property by another person.
  - Bringing a knife capable of causing serious bodily injury to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.
  - Possession of a knife capable of causing serious bodily injury at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the school is a participant which knife capable of causing serious bodily injury was initially brought onto the property by another person.
  - Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
  - Making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994". At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expect a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

Knife is defined as cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by principal(s) to be necessary in the school setting at a particular building or grade level, if used only for the necessary purpose.

The specific circumstances under which the Director may, in his/her discretion, reduce a one year expulsion may include: the student was unaware that he/she brought or was in possession of a firearm or knife capable of causing serious bodily injury; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife capable of causing serious bodily injury; a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

**Permanent Exclusion.** A student may be permanently excluded from school if the student is convicted of, or adjudicated a delinquent child for, committing, when the student was sixteen years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- (1) A violation of section 2923.122 of the Revised Code;
- (2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- (3) A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- (4) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- (5) Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

**Disabilities Compliance.** The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

### **G. Emergency Removal**

Per Section 3313.66 of the Ohio Revised Code, the School Director may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds of the School if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.



Any student so removed will be given written notice of a hearing and the reason for the removal as soon as practicable prior to the hearing, which shall be held on the next school day after the initial removal is ordered. The hearing shall be held in accordance with the process defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

## **H. Withdrawal Policies and Procedures**

### **1. Mandatory Withdrawals – 72 Consecutive Hours**

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the School with documentation of approved excused absences.

### **2. Mandatory Withdrawals – Students Age 22 and Older**

A student must be graduated by his or her 22nd birthday or, he/she will be withdrawn from YouthBuild Columbus Community School. The appropriate withdrawal letters will be sent to the student if he/she is not ready for graduation.

### **3. Voluntary Withdrawals**

If a parent wishes to withdraw his/her student or an adult student wishes to withdraw from YouthBuild Columbus Community School, he/she must notify the School.

## **I. Parent & Student Surveys**

Parents and students are asked to complete a Parent & Student Satisfaction Survey as well as any other School surveys deemed appropriate by the School's Director.

In addition, upon Graduation, students will be asked to complete a survey regarding their future plans.

## **III. Academics**

### **A. The Curriculum**

The curriculum is a combination of academics, life skills preparation and employability skills instruction. Each student works on an individualized computer program, participates in small group sessions and completes independent work in order to earn credits for graduation and pass any mandatory state testing. Students also have access to electronic educational software programs and the Internet for their academic lessons and vocational exploration. One-on-one tutoring is also available if needed.

Students receive an individual academic and career plan (based upon their academic needs and vocational/employment plans. Vocational Specialists work with each student to assist with job placement, vocational opportunities and career advancement.

### **B. Academic Sessions**

In a typical year, students are designated to attend a four and one-half (4.50) hour academic session per day, Monday through Friday. The following session schedule is based on a student not working

or volunteering outside of school:

Session I 7:00 a.m. – 11:30 p.m.

Session II 11:00 a.m. – 3:30 p.m.

Students who work or volunteer at least 5 hours per week may be permitted to leave school early or arrive at school late, so long as they can provide proof that they were scheduled at their respective work/volunteer site during their assigned session time with appropriate travel time included.

Each student also participates in a minimum of five hours of additional learning opportunities per week. These learning opportunities include employment, volunteering, vocational counseling or other activities deemed suitable by the Director. Students may earn a lifetime maximum of six (6) work credits that are counted toward the seven (7) elective credits for graduation. There is a limit of three (3) work credits earned per school year. Exceptions to this requirement are only permitted after the school administration performs an in-depth review of the student's individual circumstances, and approval is obtained from the Director.

Any student not actively participating in volunteer activities, vocational counseling, or working will be required to remain in school for their complete session time. All activities outside of the School, except working, need to be approved by the Director and documented so the student can receive appropriate credits.

### **C. Grading**

Each student is required to complete weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. Students must receive 70% or better to master the course.

Each student is also required to keep a portfolio of his/her accomplishments. The School's Graduation Committee and Director review the portfolio before the student is deemed ready for graduation.

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

### **D. Progress Reports**

YouthBuild Columbus Community School uses a Complete/Incomplete grading system. Progress Reports are issued to each student every sixteen (16) weeks and are generally distributed in October, February and June. Progress Reports can be requested by parents or guardians at any time.

### **E. Grade Levels**

At this School, the following requirements are in place for students to be promoted to the next grade level:

Promotion to 10th grade:

5 credits total

4 core credits required (1 English/Language Arts – must be a literature-based course, 1 Math excluding pre-Algebra, 1 Social Studies excluding Financial Literacy, Economics

and Geography, and 1 Science)

Promotion to 11th grade:

10 credits total

7 core credits required (the 4 required for promotion to 10<sup>th</sup> grade and 3 additional core credits: 1 English/Language Arts, 1 Math, 1 Social Studies or Science)

Promotion to 12th grade:

15 credits total

10 core credits required (the 7 required for promotion to 11<sup>th</sup> grade and 3 additional core credits: 1 English/Language Arts, 1 Math, 1 Science or Social Studies)

*\*Core Credits are those that are achieved in English/Language Arts, Mathematics, Social Studies and Science.*

State law requires the School to prohibit the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the Director and the student's teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

#### **F. Conferences/Open House**

Conferences are strongly encouraged throughout the year. Parents/legal guardians may be contacted to meet with instructors and the student at least once a trimester. The School encourages parents to request a conference at any time.

#### **G. Transferring Credits**

Student credits from former high schools transfer to YouthBuild Columbus Community School. A "Request for Records" will be sent to the student's school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the main office.

Note: An official transcript has a raised seal. YouthBuild Columbus Community School *must* have an official transcript in order for a student to graduate.

#### **H. College Credit Plus**

The College Credit Plus Program is available for eligible students interested in completing college courses while enrolled in the School. More information can be obtained through your YouthBuild Columbus Community School Director. The School does not award high school credit for post-secondary courses any portion of which were taken during a period of expulsion imposed by the School.

#### **I. Graduation Requirements**

Graduation requirements vary depending on the year the student entered ninth grade for the first time and they are subject to additional legislative changes. For specific information related to graduation requirements students and parents should contact the School office.

**In order to graduate, a student must satisfy all of the following requirements:**

- Achieve all of the state required academic credits
- Pass all required End-of-course assessments. Students entering ninth grade for the first time in 2014-2015 or later may satisfy industry credential and workforce readiness requirements, or earn “remediation-free” scores in English and mathematics on a nationally recognized college admission exam in lieu of passing the required End-of-course exams;
- Pass all required state assessments such as the Ohio Graduation Test.
- Complete an employability skills course.
- Fulfill the student’s YouthBuild Columbus Community School Learning Plan
- Pass an exit interview with School’s Graduation Committee

The Ohio Core graduation requirements will be followed for students who are first-time freshmen in the school year 2010-2011.

**Students may opt-out of the Ohio Core by following the State of Ohio’s Opt-Out Provision. The student (and parent, if student is under 18) must sign a form indicating the student (and parent, if student is under 18) understands that opting out requires the student to attend a junior college or community college for at least one semester prior to attending most 4-year state colleges and attend required career counseling provided by the School.**

#### J. Credit Flexibility Plan Option

YouthBuild Columbus Community School offers the Credit Flexibility Program (CFP) to all students. However, the following prerequisites for participation apply:

- Students who enroll with less than four (4) academic core credits may participate in the CFP only after completing the transition lab and one full core academic credit in YouthBuild Columbus Community School.
- All other newly enrolled students may participate in the CFP upon completion of the transition lab.
- Currently enrolled students may participate in the CFP at anytime.

Senate Bill 311 (the Ohio Core legislation) raised the graduation requirements for high school students, with the goal of increasing the number of students who are ready to meet the demands of our global and technological age. Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. The plan is designed to customize learning around students' interests and needs.

Students may earn credits by:

- Completing coursework;
- Testing out of or demonstrating mastery of core content; or
- Pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).
- Credit flexibility is intended to motivate and increase student learning by allowing:
  - Access to more learning resources, especially real-world experiences;
  - Customization around individual student needs; and
  - Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

## **1. Process to Initiate a Plan**

Any student can initiate a plan to complete credit utilizing credit flexibility by submitting a written request to the School. (Plans received after March 1 will be considered for the following school year.) The School personnel will then create a formal individual student Credit Flexibility Plan (CFP).

### Plan Requirements

Each Credit Flexibility Plan must include:

- Course content and academic standards components
- How the student will demonstrate proficiency
- What types of assessments and/or educational programs will be used to demonstrate proficiency?
- Progress measures and dates
- Due date for the completion of the CFP
- Grade determination (most courses will be assigned letter grades, but all course grading must follow the grade plan for the standard course with the same name)
- Consequences of failing work or non-completion of the CFP
- Designated Highly Qualified Teacher of record and administrative staff member who will monitor the plan
- The names and signatures of student, parent (if student is a minor), teacher of record, and administrative staff member
- Cost, if any, that must be assumed by the student (most cases cannot require cost)
- An appeals process for this CFP

## **2. Roles and Responsibilities**

Students utilizing an approved CFP may earn:

- Credit in courses that count toward high school graduation requirements
- Credit in a course not currently offered at the high school if the student provides a mutually acceptable course of study or educational program
- Simultaneous credit in multiple courses if standards are mastered from more than one course
- Partial credit for a course

A student will be marked present for attendance purposes if the student is working on the CFP off-site, such as participating in an internship, and reports to that location daily rather than the School.

Any student participating in the College Credit Plus Program who is enrolled in a college course as part of the CFP and drops or fails that course must then pay for the course himself.

Staff responsible for monitoring the CFP will:

- Regularly check progress and proficiency according to the CFP
- Provide detailed report of progress measures and achievement in regular mailings to students and parents
- Provide warning to the student who may not be on track to complete the course that credit will not be earned if the student does not take measures to successfully complete the course

prior to the CFP becoming officially cancelled □ Work collaboratively with the student behind on deadlines to establish steps to get the student back on track for successful course completion

The School is required to:

- Keep accurate records of all students currently working on CFPs
- Track student/plan progress
- Store CFP progress records in one location
- File completed CFPs in one location and a copy in the student's academic file
- Forward the CFP and progress information to the transfer school if a withdrawing student wishes to take their CFP with them to his or her next school. It will be the decision of the transfer school how much, if any of the CFP, they will accept.

A student may appeal any Credit Flexibility Plan that is denied by submitting a written request to:

YouthBuild Columbus Community School Credit Flexibility  
Appeals  
1183 Essex Avenue  
Columbus, OH 43201

#### **IV. School Facilities**

##### **A. Hours of Operation**

YouthBuild Columbus Community School opens at 7:30 a.m. and closes at 4:00 p.m. Monday – Friday. If you need to contact the School after hours, voice mail is available. Changes to in-classroom instructional hours may be made as necessary.

##### **B. Tobacco Use and Eating**

Using tobacco in any form, including smoking e-cigarettes, is prohibited in the building or on the grounds of YouthBuild Columbus Community School and at events supervised by the School. Food and beverages are generally not allowed in the classroom or the computer labs.

##### **C. Parking**

If the student drives, he/she may park in the visitor's lot, if available.

##### **D. Transportation**

The School does not provide transportation. However, the School is easily accessible to various city public bus services.

##### **E. Visitors**

YouthBuild Columbus Community School is a closed-campus school. The students remain in the school during their academic session. If an emergency arises, the student will sign out and if necessary, the party picking up the student will also sign with information as required by the School. All students must and will be accounted for while on campus.

Parents, graduates and other visitors are always welcome with advanced notice and approval of the YouthBuild Columbus Community School office except in the case of an emergency. No children are permitted in the classroom at any time. If potential students would like to visit the School, an appointment for a tour must be scheduled with the main office.

All visitors are required to report to the school office prior to their visit and may be escorted while in the building. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor's pass while in the building.

Visitors must pre-arrange any meetings or visits with teachers or administrators prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time.

When parents are visiting, they are asked not to attempt a parent teacher conference while students are in the classroom.

Visitors that cause a disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the School's Director.

The school reserves the right to deny access to anyone, including parents, to the school facility and grounds at any time in the school administrator's sole discretion.

#### **F. Emergency Phone Calls**

Students may give the School's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible. Students must receive approval from School personnel to make phone calls from the main office.

Students are not permitted to use YouthBuild Columbus Community School phones without approval from School personnel.

#### **G. School Closure Policy**

Should it be necessary to close YouthBuild Columbus Community School due to weather or other unforeseen emergencies, information will be given over radio and television stations. Parents/Students are asked not to call the School.

#### **H. Volunteers**

The protection and well-being of students enrolled in the School is paramount. To that end, a background check may be required for volunteers depending upon their level of contact with students. Volunteers who have no disqualifying events will then be added to our list of volunteers.

#### **I. Cell Phone/ Electronic Devices:**

Carrying a cell phone/electronic device in the school building is a privilege, not a right. Students may have "silenced" cellular phones and electronic devices on their person so long as it is not handled and it does not emit a noise (including vibration). Cellular phones may be used as directed by school personnel. Otherwise, cellular phones must be turned off or muted during instructional time. Cell phones

and electronic devices that disrupt the educational process of a class may be confiscated by school staff or personnel. Use of such devices in classrooms will be restricted and violations will result in confiscation of the device.

No student shall use a cell phone or electronic device to violate any Student Code of Conduct procedure, including Computer usage agreements, and/or Bullying Policies.

Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during instructional time, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, etc. Each teacher has the right to permit the use of cellular phones and mobile communication devices for instructional purposes.

#### Consequences for inappropriate use of electronic devices

Violation of the appropriate use of electronic devices, as described above, (1) may result in detentions, Saturday School, In School Suspension, Out of School Suspension or Expulsion; (2) the student may be required to turn the device over to school personnel; and (3) the student and/or parents may be contacted to claim the student's cell phone or other electronic devices from a school administrator.

#### Lost or Damaged Device

The School assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices at their own risk.

The student assumes all risks in bringing such devices onto school property or to school related functions.

## **V. Safety**

### **A. Fire Alarm**

When the fire bell rings, leave the building through the nearest exit in an orderly fashion according to instructions given by the attending adults. Instructions are also posted in each classroom.

### **B. Reporting Injuries**

If a student is injured at YouthBuild Columbus Community School, he/she must immediately report the injury to School personnel. The main office will complete a copy of the injury report.

### **C. Harassment, Intimidation, Bullying**

As more fully set forth in the School's Anti-Harassment, Anti-Intimidation and Anti-Bullying Policy is attached as Appendix 1 to this Handbook, Harassment, Intimidation, or Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include but is not limited to, counseling, suspension, or expulsion from School. The School's commitment to address Harassment, Intimidation, and Bullying; involves a multi-faceted approach, which includes education and the promotion of a School atmosphere in which this behavior will not be tolerated by students, faculty or School personnel.

It is imperative that Harassment, Intimidation, and Bullying be identified only when the specific elements of the definition are met, because the designation of conduct of such behavior carries with it special statutory obligations. Any misconduct by one student against another student, whether or



not appropriately defined as Harassment, Intimidation, or Bullying will result in appropriate disciplinary consequences for the perpetrator.

#### **D. Prohibited Gang Activity**

Students are prohibited from engaging in gang activities while at School, on School property, to or from School, or at a School related function or event, and on the Internet to the extent that School students and/or personnel are the subject of gang activity. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School.

The term “gang” is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of or participation in one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engaged in a pattern of criminal gang activity.

The term “gang activity” is defined as any conduct engaged in by a student:

1. On behalf of a gang;
2. To perpetrate the existence of a gang;
3. To effect the common purpose and design of any gang; or
4. To represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a School function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

#### **E. Drug-Free School**

In accordance with federal law, YouthBuild Columbus Community School prohibits the use, possession, concealment or distribution of drugs by students on School grounds, in the School building, on School property, or at School sponsored events to ensure a Drug Free School. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by Ohio law, or any substance that could be considered a “look alike.” Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from YouthBuild Columbus Community School.

#### **F. Weapon-Free School**

YouthBuild Columbus Community School is a weapons-free School. No student, at any time, for any reason, will knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon in or on property of YouthBuild Columbus Community School or at any YouthBuild Columbus Community School sponsored event held away from School grounds. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from YouthBuild Columbus Community School.

#### **G. Lost and Found**

Any personal items that have been left at YouthBuild Columbus Community School will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. YouthBuild Columbus Community School is not responsible for lost money, jewelry, or other personal items.

## **H. Backpacks, Desks, and Other Personal Storage Areas**

Desks and other storage areas provided to students for their use remain the property of YouthBuild Columbus Community School. Students by law have no expectation of privacy in any storage area assigned to them. No student shall lock or otherwise impede access to any storage area. Unapproved locks will be removed and destroyed with no compensation therefor owed to student.

Upon authorization of the Director, backpacks, desks, and other personal storage areas may be searched at any time. The Director may at any time, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks, desks, and other personal storage areas, and the contents contained therein.

### **I. Video Surveillance**

The School is authorized to utilize video surveillance/electronic monitoring systems on School property, and in School buildings and School buses. For more information, contact the School administrator regarding the Video Surveillance and Electronic Monitoring Policy.

### **J. Medication Administration**

Students needing medication are encouraged to receive such medication at home. If necessary for the School to administer any prescription or non-prescription medication the School will only do so after receiving a written request, signed by the parent or guardian, that the medication be administered to the student. In addition, the School will not administer any medication unless it also receives a signed prescriber/physician approval containing the information listed below. The person authorized to administer the medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist. The parent or guardian is responsible for keeping a record of the amount of medicine that is on-hand at the School and replenishing the supply as necessary. Except in situations required by law, no medication will be administered by School staff.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician, and, if the Student is a minor, from the Student's Parent.

The Physician's written approval must include the following information:

- The name and address of the Student;
- The School in which the Student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The circumstances in which the auto injector should be used;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector;
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one or more phone numbers at which the Parent, Guardian or other person having care or charge of the

- Student can be reached in an emergency;
- Special instructions for administration of the drug by the Student;
- Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector.

The parent, guardian or other person having care or charge of the student must submit a revised statement signed by the prescriber if any of the information originally provided to the school changes.

The School has adopted a separate policy regarding the care of diabetic students. If a student is diabetic the student/Parent should notify the School Director.

#### **K. Pesticide Notice and Log Policy**

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the School may request and receive prior notifications of the applications of pesticides which are scheduled for a time when school is in session. All such requests shall include the requesting party's email address and/or telephone number and shall be submitted to the School Office.

This Policy shall not apply to disinfectants, sanitizers, germicides, and anti-microbial agents.

#### **L. Crisis Management**

A school wide Safety/Crisis Plan has been developed and provided to school personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, school personnel will contact parents with sign out procedures.

#### **M. Positive Behavior and Interventions Supports**

The Board of Directors ("Board") has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others, and shall occur only in a manner that protects the safety of all children and adults at school. Every use of restraint or seclusion shall be documented and reported in accordance with the Board adopted policy.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

#### **N. Child Abuse and Neglect**

Because of their sustained contact with school-age children, teachers and other employees are in a position to identify abused or neglected children.

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the Director or his/her designee.

#### **O. Food Allergy Action Plan.**

If a student has a serious food allergy, the student and his guardian must complete a Food Allergy Action Plan, available in the school office.

#### **P. Protective Eyewear**

Every student and teacher of YouthBuild Columbus Community School shall wear industrial quality eye protective devices at all times while participating in or observing any of the following courses:

Vocational, technical, industrial arts, fine arts, chemical, physical, or combined chemical-physical educational activities, involving exposure to:

- Hot molten metals or other molten materials
- Milling, sawing, drilling, turning, shaping, cutting, grinding, buffing, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding or other forms of welding processes
- Repair or servicing of any vehicle
- Caustic or explosive materials
- Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards

### **VI. Confidentiality of Records**

At YouthBuild Columbus Community School, we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the School except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

#### **A. Student Directory Information**

Directory Information may consist of the following as defined by state and federal law:

- Name
- Address
- Telephone listing
- Electronic mail address
- Date and place of birth
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date of graduation
- Awards received

The School has designated a student's name as directory information and may include such information in school publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law (such as military recruiters, etc.).

### **B. Audio-Visual Information**

YouthBuild Columbus Community School recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our school-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include YouthBuild Columbus Community School newsletters, local newspapers, community access cable channel, school-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our schools is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the School should you have any questions or concerns. You may also notify the School in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

### **C. Release of Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the School receives a request for access.  
Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

- A “school official” is a person employed, contracted or volunteering at the School in an administrative, supervisory, academic or support staff member (including but not limited to management company/operator employees, health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
- A school official has a “legitimate educational interest” if the official needs to review an education record in order to fulfill his or her professional responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Release or inspection of student records will be handled in accordance with the Board of Director's Student Records Policy.

#### **D. Non-Custodial Parent Records Access and Release**

YouthBuild Columbus Community School will only give access to or release records to parents

who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the School. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records;
- Psychological records;
- Parent conferences and lab observations

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

YouthBuild Columbus Community School, parent and non-custodial parent must act in accordance with the Board of Director's Student Records Policy when addressing student records issues.

#### **E. Release of Information to Military Recruiters**

There are currently two federal laws that require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) as amended by the Every Student Succeeds Act (ESSA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings. YouthBuild Columbus Community School will provide the requested information to military recruiters unless a parent or guardian has advised, in writing, that they do not wish to have YouthBuild Columbus Community School release this information. If you do not want YouthBuild Columbus Community School to disclose directory information from your child's education records to military recruiters, you must notify Youthbuild Community School in writing.

#### **F. Protection of Pupil Rights Amendment (PPRA) Notification**

**Description of Intent.** The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA, as revised by the *No Child Left Behind Act*. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

**Rights Afforded by the PPRA.** The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and Parent/Guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

The right to provide consent before students is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded in whole or in part by

a program of the U.S. Department of Education. Protected areas include the following:

- political affiliations or beliefs of the student or student's parent
- mental or psychological problems of the student or student's family
- sex behavior or attitudes
- illegal, antisocial, self-incriminating, or demeaning behavior
- critical appraisals of others with whom respondents have close family relationships
- legally recognized privileged relationships, such as with lawyers, doctors, or clergy
- religious practices, affiliations, or beliefs of the student or Parent/Guardian
- income, other than as required by law to determine program eligibility

The right to receive notice and an opportunity to opt a student out of the following:

- any other Protected Information Survey and surveys created by a third party, regardless of funding
- any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
- activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

The right to inspect, upon request and before administration or use, of the following:

- Protected Information Surveys of students
- instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- instructional material used as part of the educational curriculum

These rights transfer from the Parent/Guardian to the student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

**Notification Procedures.** The School will work to develop and adopt policies regarding these rights in consultation with Parent/Guardian. The School will also work to make arrangements to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt



their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a Student is scheduled to participate in these activities, the Student will be notified as described above.

**Reporting a Violation.** The Parent/Guardian or Student who believes their rights have been violated may file a complaint to the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **VII. Child Find**

YouthBuild Columbus Community School is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Ohio are also participating in this effort to identify disabilities such as autism, deaf-blindness, hearing impairment, deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, traumatic brain injury, and/or visual impairment including blindness.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may possess. However, in order to accomplish this goal, we must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify Youthbuild Community School's Director.

YouthBuild Columbus Community School will contact the parents or guardians of the child to find out if an evaluation is needed. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

### **What will happen when you contact your local school?**

The School will ask for information about the child, asking such questions as: What is the problem? What has already been done about the problem? What background information is available? This information may be collected in several ways including interviews, observation, screening, and testing. This information may be obtained from parents and the student, or from other agencies that

have information about the student. This information will be used to decide whether the child has a disability and needs special services.

All information collected will be held in strict confidence and released to others only with parent permission or as allowed by law.

### **What are your rights as a parent?**

Parents and students have rights in this process. Parents have the right to:

1. review their child's records;
2. refuse permission to release information (except as required by, or permitted by law to be released); and
3. request that information they believe to be inaccurate, misleading, or in violation of their child's privacy or other rights be changed. The district has a process to resolve disagreements about information collected.

## **VIII. Parent's Right to Know Teacher Qualifications**

Parents have the right to know about the teaching qualifications of the student's classroom teacher in a school receiving Title I funds. The federal Every Student Succeeds Act (ESSA) requires that any school district receiving Title I funds must notify parents of each student attending any school receiving Title I funds that they may request, and the school will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

## **IX. Parent Involvement Policy**

The School will provide opportunities for parents, guardians and foster caregivers (hereinafter collectively referred to as "parents") to formulate suggestions, interact and share experiences with other parents and participate appropriately in decision-making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education. The School has a Parent Involvement Policy in place, which shall be made available upon request to the School Director.

### **X. Missing and Absent Children**

The School believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of his/her initial entry to school shall present the required enrollment documents as stated herein. If the student does not present copies of the required documents, the Director shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within a reasonable time, or

within fourteen (14) days of the date of request, or if the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, the Director or his/her designee shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

The primary responsibility for supervision of a student resides with his/her parent(s)/guardian(s). The staff provides as much assistance as is reasonable to the parent(s)/guardians(s) with this responsibility.

The Director or his/her designee will also immediately give notice of the fact of a missing child to the Ohio Attorney General's missing children clearinghouse. The Director or his/her designee will also assist parents in the case of a missing student by coordinating with the missing children clearinghouse.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Director or his/her designee, including information regarding the fingerprinting program. The Director or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program.

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The Director or his/her designee is also required to attempt to contact a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her within 120 minutes of the beginning of their scheduled school session when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The procedure for absences is as follows:

1. A parent must call the School to inform the School that his/her child or children will be absent from School. This phone call should take place within the first hour that School is in session.
2. If a parent fails to call the School, School personnel will call the parent to inform him/her of the student's absence.
3. In those cases, where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

## **XII. Homeless Student Education**

Children who meet the Federal definition of "homeless" will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the

homeless child is actually living. Pursuant to the School's Open Enrollment Policy, any homeless child in the State of Ohio is eligible to attend the School. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the School including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education;
- Programs for gifts and talented students; and
- School nutrition programs.

#### McKinney-Vento Homeless Children and Youth Program Overview:

The School Director shall serve as the School's local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

### **XIII. Complaint Procedure**

A student or parent may file a written complaint that should be submitted to a teacher or the Director. If the matter cannot be resolved informally by the Teacher and/or Director, the steps in resolving the complaint should adhere to this Complaint Policy and Procedure.

Initially, complaints should be addressed formally or informally with the School personnel in a civil respectful manner in order to be considered by School personnel. To file a complaint with the Director, the Complaint must be in writing on a form developed by the Director with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, Sponsor or Ohio Department of Education shall be handled in accordance with these procedures.

Upon resolution of the Complaint, the Director will issue a letter to the Complainant referred to as a "Finding." The Finding will officially inform the Complainant that his or her Complaint was either Substantiated or Unsubstantiated.

**An Unsubstantiated Finding means: Compliance** – (findings were unsubstantiated and the School has complied).

**A Substantiated Finding means: Non-Compliance** – (noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the School will respond to Complainant with a corrective action(s) plan letter within 10-15 business days)

All documentation of the Complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

#### **XIV. Work Permit Policy**

A critical component of YouthBuild Columbus Community School Education Model is the employability skills training and employment of our students. Pursuant to Ohio Law, any student who is a minor, at least sixteen years old, and who desires to work may do so through a validly issued Age and Schooling Certificate (work permit). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour (hereinafter referred to as “Wage and Hour”) has granted to YouthBuild Columbus Community School the authority to issue and revoke such Age and Schooling Certificates for its students.

Any student may request an Age and Schooling Certificate who is: at least sixteen years of age; has completed the Youthbuild Community vocational education program; has completed a test verifying he/she can complete seventh grade academic work (if the student cannot do so, certain other arrangements can be made through the Director), and has secured possible employment.

If a student is eligible to receive an Age and Schooling Certificate, that student may begin the Age and Schooling Permitting Process described below:

##### **1. The Work Permit Process**

- a. If the student is a qualified applicant as described above, he/she shall be given an Application to obtain YouthBuild Columbus Community School Age and Schooling Certificate. The student and his/her parent/guardian shall complete the form in the following manner:
  - i. The parent/guardian must complete the Student Information Section.
  - ii. The employer shall complete the Employer’s Agreement Section.
  - iii. The student’s physician must complete the Physical Examination Section.
- b. Once the aforementioned sections of the Application are complete and reviewed by the Director, the Director may complete the School records section.
- c. Once the certificate is complete, the student shall sign the section titled “Signature of Minor.” The Age and Schooling Certificate shall be issued to the student.
- d. When the Age and Schooling Certificate is fully executed, the white original form shall be sent to the employer and the student may be employed.

It is important to note that the Age and Schooling Certificate issued to the student is employment and employer specific, and as such, a new Application and Age and Schooling Certificate must be submitted and procured respectively for each new different employment opportunity of the student. In addition, at the termination of any previous employment relationship, YouthBuild Columbus Community School must secure the return of the employer’s original Age and Schooling Certificate and a reason for termination, which when obtained shall be kept in the student’s file at the YouthBuild Columbus Community School.

##### **2. Revocation of the Age and Schooling Certificate**

The right of a student to work does not come without responsibility. Vocational training and working

are an integral part of Youthbuild Community School's educational program; however, academics always come first and a student's employment should never harm his/her educational advancement. YouthBuild Columbus Community School reserves the right to revoke the student's Age and Schooling Certificate if the following occurs: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement of YouthBuild Columbus Community School; the student violates Youthbuild Community School's Parent/Student Handbook, Code of Conduct, or other School rules, regulations, policies and/or procedures; or the Director believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

## **XV. Family Education Services (FES)**

FES occurs with our Family Education Services (FES) Advocate. This FES Advocate will be in the building during normal hours of operation.

FES Advocates provide support to students who are experiencing difficulties. Advocates assist students with learning new behavioral skills, developing self-confidence, becoming more aware of how others see them, etc. Advocates also discuss how to practice new behavior and better understand how to deal with the many problems life presents.

Students may be asked to participate in individual/group sessions held at YouthBuild Columbus Community School. These sessions will include discussions on attitudes, ideas, behaviors, feelings, and opinions. Participants will have the opportunity to learn new skills and behaviors that may help their personal development and adjustment.

The FES Advocate will keep all information shared by the student confidential except in certain situations in which there are ethical and/or legal responsibility to limit confidentiality. The proper authorities will be notified if the student reveals information about hurting him/herself or another person; if the student reveals information about child abuse; and/or for any other situations that ethically and/or legally compel disclosure.

Please contact the School if you have any questions or concerns or do not wish your student to participate in these sessions.

\* \* \* Please Note \* \* \* should you, the parent/guardian, elect to seek family assistance (*i.e.* counseling, family counseling, case management, etc.) before or during the school year, our FES Advocate can assist with the following:

- Provide a list of community agencies you can contact for service.
- Act as a School liaison between outside agencies and families.
- Provide a starting point for discussing services in the School or community setting.

## **XVI. Wellness Policy**

With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the School recognizes the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. YouthBuild Columbus Community School supports student health and wellness in accordance with the Board of Directors Wellness Policy.

## **XVII. Non-Discrimination and Title IX/Section 504 Notice**

YouthBuild Columbus Community School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities. The following staff members have been designated to handle inquiries regarding non-discrimination policies; and can advise you on the specific civil rights grievance procedure.

**Title IX Coordinator**

Director of Human Resources  
c/o Oakmont Education  
481 N. Cleveland Massillon  
Rd. Fairlawn, OH 44333



**YouthBuild Columbus Community School**  
Parent/Student Handbook Contract  
2024-2025

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

Parent/Guardian's Name: \_\_\_\_\_  
(If student is under 18 years of age)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support Youthbuild Community School's rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

We recognize that although this Parent/Student Handbook reflects the current policies of YouthBuild Columbus Community School, it may be necessary to make changes from time to time to best serve the needs of YouthBuild Columbus Community School and its students, especially in the upcoming year. As a result, we agree to make affirmative efforts to review new policies and information related to changes at the School on a regular basis.

Agreed by:

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Parent/Guardian's Signature (if student is under 18 years of age) Date

**This agreement will be placed into the student's file.**

**\*\*\*Not receiving this signed Agreement will be considered cause for student dismissal.\*\*\***





**YouthBuild Columbus Community School Media Release**

**STUDENT INFORMATION FORM**

TO BE COMPLETED BY PARENT, GUARDIAN or ADULT STUDENT: Please print clearly:

\_\_\_\_\_  
Name of Participating Student

\_\_\_\_\_  
Age

\_\_\_\_\_  
School

\_\_\_\_\_  
City/Town/Zip

\_\_\_\_\_  
Grade

I/We understand that as part of our child's/my attendance at YouthBuild Columbus Community School, photos, videos, and quotations may be taken for use in publications and reports about the program. I/We further understand that members of the news media invited to cover the program may take photos, videos and quotations.

I/We grant permission to the School and its Board Members, Management Company, employees, agents and representatives to use such materials for the promotion of the program and to use this student's name, photographic likeness, alone or in a group, in any publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes and/or to use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School and/or Management Company.

I agree that I and/or my child shall have no right, title, or interest in any photo or videotape covered by this agreement and waive any right to compensation for such use. I release the School, its Board members, the Management Company, employees, agents, representatives and all organizations and individuals related to the School from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.

PLEASE RETURN THIS FORM TO THE SCHOOL.

## Appendix 1

### Anti-Harassment, Anti-Intimidation and Anti-Bullying Policy

#### Introduction

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

- A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.
- B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

#### II. Definition of Harassment, Intimidation or Bullying

- A. "Harassment, Intimidation or Bullying" means either of the following:
  - 1. Any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once and the behavior both:
    - a. Causes mental or physical harm to the other student; and
    - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
  - 2. Violence within a dating relationship.
- B. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.
- C. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

#### III. Types of Conduct

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to

ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors; and
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
  - (b) Sending abusive or threatening instant messages or email;
  - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
  - (d) Using Web sites to circulate gossip and rumors to other students; and
  - (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

#### **IV. Publication of Policy**

- A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.
  1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.
  2. At least once each year, a written statement in substantially the same form as the Annual Notice attached hereto as Exhibit A, describing the policy and the consequences for violations of the policy must be sent to each student’s custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

#### **V. Complaints**

##### **A. Written Complaints**

Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded

to the building principal for review and action in accordance with this policy.

### **B. Verbal Complaints**

Students, and or their parents or guardians may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with this policy.

### **C. Protection of Person Filing Complaint**

Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying.

### **D. False Complaint**

It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **VI. School Personnel Responsibilities**

### **A. Teachers and Other School Staff**

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students

about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

## **B. Administrator Responsibilities**

### **1. Investigation**

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- (b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **2. Remedial Actions**

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

## **VII. Reporting Obligations**

### **A. Report to the Parent or Guardian of the Perpetrator**

If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are

verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

#### **B. Reports to the victim and his/her parent of guardian**

If after investigation, acts of Harassment, Intimidation and Bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.

#### **C. List of verified acts of Harassment, Intimidation or Bullying**

1. The School principal/administrator shall semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, at school-sponsored events or via Electronic act.
2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law.

### **VIII. Police and Child Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.

### **IX. Training**

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their rights and responsibilities under this and other school policies, procedures, and rules at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other school rules and disciplinary policies.

## Appendix 2

### Internet Safety Policy

The use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School, but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

#### **Access to Inappropriate Material**

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of, electronic communications containing inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the YouthBuild Columbus Community School Information Technology Team or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy. By using the filter program, as well as staff monitoring student use, the School is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School



intends to eliminate includes the following:

- Unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:**

- To abide by all School policies relating to the use of technology;
- To release all School employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

**The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:**

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable;
- Using technology resources for commercial, political, or other unauthorized purposes since the School technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the School;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior;

**The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.**

The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the equipment, the user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
- Violation of this Internet Safety Policy is also a violation of the School Code of

Conduct and may result in any in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

### **Definitions**

CIPA defines the above referenced terms as follows: A minor is anyone under the age of 17.

“Technology Protection Measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child Pornography, as that term is defined in section 1226 of title 18, United States Code; or
3. “Harmful to minors” means any picture, image, graphic image file or other visual depiction that:
  - a) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
  - b) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“Sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

## Appendix 3

### **FOOD ALLERGY POLICY**

The Board of Directors (the “Board”) of the School recognizes that peanut and other food allergies may pose a severe or life threatening risk to students. In accordance with Section 3313.719 of the Ohio Revised Code, the Board has adopted this Food Allergy Policy (the “Policy”) in consultation with parents, school employees, school volunteers, students and community members to establish procedures for identifying, accommodating and reducing the likelihood of severe allergic reactions among students with known food allergies while at school.

#### I. PARENT/STUDENT RESPONSIBILITY

- A. Parents of students, or students age eighteen (18) or older, with allergies are required to notify the School of any known allergies at the beginning of each school year or upon learning of such allergy if the school year has already begun. Such notice may be provided in response to School enrollment forms completed by the student if over 18 or the student’s parent or guardian, or by other acceptable means such as timely, written notice to the School’s Director or the Board.
- B. Parents of students with life threatening allergies must:
  - 1. Ensure that the student has access to emergency medications during School hours, if prescribed;
  - 2. Execute any appropriate forms, including an Emergency Authorization Form, Medication Distribution Form, and/or Food Allergy Action Plan (the “Plan”), as required;
  - 3. Obtain written approval from the student’s physician permitting the student to carry and use an epinephrine injector to treat anaphylaxis, if applicable and in accordance with the School’s policy on Medication Administration and/or Asthma Inhalers and Other Prescribed Medications; and
  - 4. Cooperate with the School to formulate the Plan, as referenced herein (Section II.A).
  - 5. Provide current emergency contact information and update regularly.

- C. All Parents are responsible to educate their student about managing his or her allergy at school, including but not limited to:
  - 1. Safe and unsafe foods;
  - 2. Strategies for avoiding exposure to unsafe foods;
  - 3. Symptoms of allergic reactions;
  - 4. How and when to tell an adult that he or she is having an allergy-related problem; and

## II. SCHOOL RESPONSIBILITY

- A. The School will develop a Plan for students with life threatening allergies.

The Plan must address (1) what actions will be taken to avoid exposure at the School, and (2) what actions will be taken in the event of student exposure. The Plan will be developed through consultation between the student's parents or legal guardians, the recommendations of the student's physician or allergist, and the School. Once created, this Plan will be reviewed and updated by School staff, when appropriate.

- B. The School will share the Plan with appropriate School staff. All staff who interact with the student on a regular basis should understand food allergies, be able to recognize symptoms, and should know what to do in an emergency.
- C. With the consent of the student's parents or legal guardian, the Plan may provide a mechanism for the School to provide notice to the student's classmates and/or the parents or legal guardian of the student's classmates regarding a life threatening food allergy in the classroom.
- D. The School will follow the procedures detailed in its approved Medication Administration Policy and/or Asthma Inhalers and Other Prescribed Medications policy as outlined in the Parent/Student Manual and Board Policy Manual.

**FOOD ALLERGY ACTION PLAN**

NAME OF SCHOOL: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TEACHER: \_\_\_\_\_

Asthmatic:  Yes \*  No (\* High risk for severe reaction)

ALLERGY TO: \_\_\_\_\_

\* \* \* IMPORTANT NOTICE: In accordance with policy, School staff should NOT administer any medications. Students are permitted to carry and self-administer certain medications, such as epinephrine. School staff should only administer medications in emergency situations, where the student is unable to self-administer, the exigency of the circumstances requires immediate action, and treatment is provided in strict accordance with the procedures set forth below.

**SIGNS OF AN ALLERGIC REACTION  
AND TREATMENT PROCEDURE**

[To be completed by physician authorizing treatment]

SYMPTOMS

If a food allergen has been ingested, but there are NO SYMPTOMS	<input type="checkbox"/>	
	Epinephrine	<input type="checkbox"/>
MOUTH Itching and swelling of the lips, tongue or mouth.	Epinephrine	Antihistamine
THROAT tightness in the throat, hoarseness, and hacking cough.	Epinephrine	Antihistamine
SKIN Hives, itchy rash, and/or swelling about the face or extremities.	Epinephrine	Antihistamine
GUT Nausea, abdominal cramps, vomiting, and/or diarrhea.	Epinephrine	Antihistamine
LUNG Shortness of breath, repetitive coughing, and/or wheezing.	<input type="checkbox"/> Epinephrine	<input type="checkbox"/>
HEART "Thready" pulse, "passing out."	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
OTHER:	<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
If reaction is progressive (several of the above areas affected) give	<input type="checkbox"/> Epinephrine	<input type="checkbox"/>

DOSAGE

Epinephrine Inject intramuscularly (check one)  EpiPen  Epi-Pen Jr.  Twinject 0.3  Twinject 0.15mg

CONTACT

1. Emergency Medical Response System (ask for advanced life support) by calling 9-1-1. (State that an allergic reaction has been treated and additional epinephrine may be needed).
2. Parent/Guardian or emergency contacts at listed below.
3. Dr. \_\_\_\_\_ at \_\_\_\_\_

EMERGENCY CONTACTS		TRAINED STAFF MEMBERS	
1.		1.	
Relation:		Room:	
Phone:		2.	
2.		Room:	
Relation:		3.	
Phone:		Room:	
3.			
Relation:			
Phone:			

EpiPen® and EpiPen® Jr. Directions

- Pull off gray activation cap.
- 
- Hold black tip near outer thigh (always apply to thigh).
- 
- Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds.

DIRECTIONS

ONCE EPIPEN® OR TWINJECT™ IS USED,  
**CALL 911**

Take the used, safely repackaged EpiPen unit with you to the Emergency Room.

Plan to stay for observation at the Emergency Room for at least 4 hours.

Twinject® 0.3 mg and Twinject® 0.15 mg Directions

- 
- Remove caps labeled "1" and "2."
  - Place rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.
- SECOND DOSE ADMINISTRATION:**  
If symptoms don't improve after 10 minutes, administer second dose:
- Unscrew rounded tip. Pull syringe from barrel by holding blue collar at needle base.
  - Slide yellow collar off plunger.
  - Put needle into thigh through skin, push plunger down all the way, and remove.

BY: PARENT/GUARDIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

BY: STUDENT'S PHYSICIAN

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## **APPENDIX 4**

### **CODE OF CONDUCT/ SUSPENSION, EXPULSION, REMOVAL, AND PERMANENT EXCLUSION POLICY**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Youthbuild Columbus Community School (“School”) students must conform with school regulations and accept directions from authorized school personnel. The School will not tolerate violent, disruptive or inappropriate behavior by its students. Such behavior is punishable and will result in disciplinary action which may include suspension, exclusion or other forms of discipline.

This Code of Conduct applies to any student, whether or not the student is enrolled at the School, attending or otherwise participating in any curricular or extra-curricular program provided in a school operated by the Board or provided on any other property owned or controlled by the Board. The Code of Conduct also applies while a student is in the custody or control of the School, on School grounds or close thereto, while at a School-sponsored function or activity or on “School provided transportation” (as herein defined). In addition, this Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or School employees, or such conduct would unreasonably interrupt the educational processes of the School.

Students and parents shall be provided annually (at the beginning of the school year or upon enrollment in the School) written information on the rules and regulations to which students are subject while in school and while participating in any school-related activity or event. The information provided shall include the types of misconduct for which a student is subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of this student Code of Conduct and the fact that any violations of the student code of conduct are punishable. This Code of Conduct / Suspension, Expulsion, Removal and Permanent Exclusion Policy shall be posted in a central location in the School and also made available to students and parents upon request.

If a student violates the Code of Conduct, school personnel, students or parents should report the student to the appropriate principal or assistant principal. The administration will cooperate in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

Students’ basic constitutional rights to speak and express opinions, even if they are unpopular, will be respected. When misconduct occurs, each student will have due process rights under the law.

The teacher is the key figure in school discipline. The teacher is expected to make every effort to handle the usual problems in maintaining classroom discipline. When a disciplinary problem becomes acute enough to involve the school administrator, then the teacher should seek the assistance of the school leader (hereinafter “school leader” or “principal”). Under these circumstances, both the teacher and the school leader will give due process rights to the student.

## Levels of Offenses

Truancy and chronic absenteeism are addressed separately from these levels of offenses. Acts of misconduct that are not specifically attendance-related are categorized into the following four levels of offenses:

**A. Level I:** Violation of general classroom, bus or school rules – Level I consists of minor offenses that generally occur in the classroom, on school provided transportation ( “school provided transportation” is defined to include school buses and other vehicles supplied by the School for student transportation), or on school premises and can be corrected by the teacher, the driver or school leader.

**B. Level II:** Conduct requiring administrative intervention – Level II consists of offenses that are more serious in nature or persistent, repeated, or serious Level I misconduct.

**C. Level III:** Suspension and/or removal from the classroom to an alternative learning environment – Level III consists of offenses that significantly disrupt the educational process, school environment, and/or school-related activities, including school provided transportation, or persistent, repeated, or serious Level I or II misconduct.

**D. Level IV:** Expulsion and/or removal from the classroom to an alternative learning environment – Level IV consists of serious offenses which include willful or malicious acts that have the effect of materially and substantially disrupting the educational environment in the School, on school provided transportation or at school activities or Level I, II, or III infractions depending on the severity or persistence of the act.

## Level I Offenses

**Rule 1: Dress Code.** The Board believes that student dress should enhance a positive image of students and the School. The standards of dress and grooming outlined are necessary to promote discipline, maintain order, secure student safety, and provide a healthy environment that is conducive to learning.

(A) When a student is at school, participating in School activities or at School-sponsored events, his/her dress and grooming must not:

- I. Present a health or safety hazard to the student or to others in the School or attending the School-sponsored activity;
- II. Materially interfere with school work, create disorder, or disrupt the educational environment;
- III. Cause excessive damage or wear-and-tear to School property; and/or
- IV. Keep the student from participating safely in his/her own education.

(B) To facilitate a consistent pattern of application of the student dress code, the following standards shall be applied:

- I. Shirts and tops must cover all undergarments and have high enough necklines to cover all cleavage. Strapless, crop, and see-through tops are not acceptable;
- II. Lower garments should not drag on the floor or allow undergarments to be exposed when the student sits, stands, raises his/her hand, or bends over. Form-fitting lower garments must be worn under a shirt, skirt or dress that extends to the thighs;
- III. No skin should be visible between a student's top and bottom garment when the student sits, stands, raises his/her hand or bends over;
- IV. Clothing or accessories that include obscene, violent, gang, tobacco, drug or alcohol related writing or images are not acceptable. Items of clothing that belittle others may not be worn (*i.e.*, race, religion, gender, *etc.*);



- V. Coats and jackets meant for outdoor wear, book bags and oversized bags must be kept in the school locker or other designated area during the school day;
- VI. Facial hair must be kept neat and clean;
- VII. Recreational head coverings and sunglasses should not be worn inside any building; and
- VIII. Appropriate footwear must be worn to provide for safe and sanitary conditions.

(C) Building administrators shall judge student dress and grooming in individual buildings. The school leader may exclude (*i.e.*, not admit to class, remove, or suspend) any student, when in his/her judgment, the student is not following appropriate dress and grooming standards.

(D) Exceptions to these standards may be considered based on personal circumstance, cultural beliefs, and to promote school spirit. Students who request an exception must have parental permission to do so and obtain permission from the building administrator prior to deviating from the standards of dress. A parent conference may be requested by the building administrator.

**Rule 2: Tardiness.** A student shall be prompt to school and to class according to its scheduled time. Note: No student will be suspended or expelled solely for tardiness or absenteeism though students may be subject to other disciplinary actions and/or required to participate in one or more absence intervention program(s).

**Rule 3: Student Drivers.** To promote safety and enable the School to effectively supervise students immediately before and immediately after School hours, only students who secure a valid School parking permit are allowed to park on School property.

**Rule 4: Miscellaneous Offenses.** Disciplinary problems such as not doing required homework, throwing objects in School, and other such offenses are prohibited and may result in disciplinary actions.

#### Level I Disciplinary Options

Disciplinary options or responses to Level I offenses will include one or more of the following:

- A. Verbal correction
- B. Teacher-student conference
- C. Student-counselor conference
- D. Teacher-parent conference
- E. Behavioral probation
- F. Detention (maintained by teacher before or after school or during recess)
- G. Parent shadowing
- H. Restriction of transportation privileges by the school leader
- I. Other appropriate disciplinary action
- J. Serious, persistent, or repeated violations may be treated as Level II or III infractions

#### Level II Offenses

**Rule 5. Skipping Detention.** A student assigned to detention shall report on the assigned day and at the assigned time.

**Rule 6: Forgery.** A student shall not change a grade or place the name of a parent, guardian, teacher or other individual as representative of that individual's signature on a school document or on an official document for school purposes.

**Rule 7: Use of Tobacco.** A student shall not use or possess tobacco or any tobacco products such as cigarettes, cigars, dip, chewing tobacco, *etc.*

**Rule 8: Gambling.** A student shall not participate in gambling.

**Rule 9: Stealing.** A student shall not steal or attempt to steal school property or private property of other students or School personnel or of visitors to the School.

**Rule 10: Insubordination.** A student shall not repeatedly violate rules or fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, drivers of school provided transportation, principals, or other authorized school personnel.

**Rule 11: Violation of Ohio Criminal, Traffic, or Juvenile Code.** Commission by a student of any act in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on or off the School grounds, regardless if School related or not, that would, in the judgment of School officials, be a detriment to the ongoing educational processes and/or orderly administration of the School if the student were permitted to continue regular school attendance.

**Rule 12: Violation of the Network Acceptable Use Policy.** Students must have a signed Acceptable Use Agreement before gaining access to the School's computer network. Students shall abide by the School's Network Acceptable Use Policy and any school or classroom rules for network access.

**Rule 13: Personal Communication Devices.** Students may possess and use personal communication devices (PCDs) on School property, School provided transportation, or at School-sponsored activities only during approved times and for approved purposes. Student use of PCDs on School property is a privilege and not a right. This privilege may be revoked by the School at any time. The School reserves the right, in its sole discretion, to determine which types of PCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, Students may possess and use PCDs on School property and at School-sponsored curricular and extra-curricular activities when specifically permitted by staff or administration of the School. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment. Authorized student use of PCDs shall include the following:

- A. Before and after the student instructional day;
- B. During designated lunch periods;
- C. In between class periods. However, PCDs must be powered off and stored out of sight prior to the start of and during the entirety of any class period;
- D. During participation in curricular and extra-curricular activities for instructional or educational purposes, and at the discretion of the teachers, student teachers, substitute teachers, teacher aides, drivers, principals, or other authorized school personnel;
- E. When authorized pursuant to an Individual Education Plan ("IEP"), a Section 504 Accommodation Plan, or a Health Care/Medical Plan with supportive documentation from the student's physician.

**Rule 14: Academic Dishonesty.** Students shall not cheat on tests; shall not copy tests, assignments or papers; shall not plagiarize; and shall not violate copyright policy or law.

## Level II Disciplinary Options

Disciplinary options or responses to Level II offenses will include any of the previous (Level I) options and/or one or more of the following:

- A. Parental contact by phone and written or oral notification to parent or guardian
- B. Behavioral probation
- C. Administrator/ school leader/ teacher/student conference
- D. Detention
- E. Parent shadowing
- F. Exclusion from extracurricular activity
- G. Mediation
- H. Behavioral contract
- I. Confiscation
- J. Temporary removal of the student from the classroom
- K. In-school suspension
- L. Friday/Saturday school
- M. Suspension of transportation privileges
- N. Monetary restitution for damages
- O. Report to Juvenile Court and/or Bureau of Motor Vehicles
- P. Another appropriate disciplinary option or logical consequence determined by the school leader
- Q. Serious, persistent, or repeated Level II misbehavior may result in a more serious consequence, including, but not limited to, any disciplinary option for a Level III offense or expulsion

## Level III Offenses

**Rule 15: Disruption of School.** A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the School. Disruption will include, among other things as determined by the school leader, threats to shoot someone or to cause a mass shooting event.

**Rule 16: Damage or Destruction of School or Private Property.** A student shall not intentionally cause or attempt to cause damage to public or private property, including, but not limited to, that of other students, teachers, administrator, other school employees, and visitors.

**Rule 17: Discrimination and Harassment.** No student shall harass or discriminate against any student, employee or other person on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age or disability. No student shall retaliate, coerce or intimidate any person who exercises their right to file a complaint of harassment or discrimination, or who participates in the investigation of such complaint. Any participant in a School activity who believes this rule has been violated should report the matter immediately to his or her teacher or to the School Principal.

**Rule 18: Bullying/Assaults/Hazing/Dating Violence.** A student shall not harass, haze, bully, retaliate against, coerce, interfere with, intimidate, inflict injury, cause another to inflict injury, or behave in any way which could cause physical injury or mental anguish to another student, teacher, or other school personnel. These acts are prohibited on school property, on school provided transportation, or at school-sponsored events. A student shall not intentionally direct to another student, teacher or other school employee words, phrases, or gestures which are vulgar, obscene, or degrading. Students are prohibited from using a Personal Communication Device (PCD) to violate this Rule.

Any student or student's parent/guardian who believes the student has been or is the victim of behavior prohibited by this Rule should immediately report the situation to the student's teacher or to the School Principal. The student may also report concerns to other teachers and school staff who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report student behavior prohibited by this Rule. Reports should be made to those identified above.

All complaints about behavior that may violate this Rule shall be promptly investigated pursuant to Board Policy controlling such investigations. For purposes of this rule, "harassment, intimidation or bullying" is defined as any intentional written, verbal, electronic or physical act that a student exhibits toward another particular student more than once and the behavior (1) causes mental or physical harm to the student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or violence within a dating relationship.

For the purposes of this rule, "dating violence" is defined as the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship.

**Rule 19: Extortion.** A student shall not extort or cause others to extort money or personal property from other students or School personnel.

**Rule 20: Narcotics, Alcoholic Beverages, Drugs, Counterfeit or Look-Alike Drugs and Drug Paraphernalia.** A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, controlled substance, any illegal mind-altering substance, inhalant or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any counterfeit controlled substance. A counterfeit controlled substance is any substance that is made to look like a controlled substance or is represented to be a controlled substance or that a student believes to be a controlled substance.

Except as legitimately provided for in Policy, a student shall not buy, sell, transfer, possess, or use any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substances.

Drug paraphernalia shall not be worn, carried, or brought to school or school events.

Students found to be in violation of this rule shall be suspended or expelled.

**Rule 21: Acts of Immorality.** Possession of indecent, obscene or pornographic matter is prohibited. Engaging in sexual acts, displaying excessive affection, or other inappropriate behavior with a person of the same or opposite sex is prohibited.

**Rule 22: Fighting.** Students shall not engage in intentional efforts to cause physical harm to a student or staff member. Neither shall students intentionally incite another student to engage in willful physical conflict or combat.

**Rule 23: Direct Threat.** Students shall not intentionally commit or promote any act or expression of a threatening nature directed to any individual or group of teachers, other staff members, students or other groups at school.

### Level III Disciplinary Options

Disciplinary options or responses to Level III offenses will include any of the previous (Level II) options as well as:

- A. Out-of-school suspension
- B. In-school suspension
- C. Removal from the classroom to an alternative learning environment
- D. Serious or repeated Level III misbehavior may result in a more serious consequence, including but not limited to expulsion
- E. Another appropriate disciplinary option or logical consequence determined by the administrator.

### Level IV Offenses

**Rule 24: Weapons and Dangerous Instruments.** A student shall not possess, handle, transport, carry, use, conceal, or transmit any objects that can reasonably be considered a weapon, a firearm (including any object represented as a firearm or made, construed, or altered so that, to a reasonable person without specialized training in firearms, the object appears to be a firearm), a knife, or other dangerous object of no reasonable use to the student.

1. Any student who is determined to have brought a firearm as defined below to School or onto other property owned or property controlled by the School **shall** be expelled for one (1) year. The Principal or Superintendent may reduce this action on a case-by-case basis in accordance with this policy. An expulsion under this paragraph shall extend into the following school year.
2. Any student who is determined to have brought a firearm to an interscholastic competition, an extracurricular event, or other school program or activity that is not located on school property or property controlled by the school, **may** be expelled by the superintendent for a period of one (1) year. The superintendent may reduce this action on a case-by-case basis in accordance with a policy established by the Board. An expulsion under this paragraph shall extend into the following school year.

3. A student who possesses a firearm at School, on property controlled by the school, or at any interscholastic competition, extracurricular event or school-related activity shall be expelled by the superintendent for a period not to exceed one (1) year, subject to reduction of this term by the Principal or Superintendent on a case-by-case basis. An expulsion under this paragraph may be extended by the superintendent into the following school year.
4. A student who possesses a knife or dangerous object capable of causing serious bodily injury at school or on property controlled by the school or to any interscholastic competition, an extracurricular event or school activity sponsored by the School with intent to use such knife or dangerous object to cause injury or damage to another person or to property shall be expelled by the superintendent for a period not to exceed one year. An expulsion under this paragraph may be extended by the superintendent into the following school year.

“Firearm” shall have the same meaning as provided in the “Gun-Free Schools Act,” 115 Stat. 1762, 20 USC 7151.

“Knife” shall be defined as any device consisting of a sharp blade three (3) inches or longer in length, whether or not fastened to a handle, designed or intended for use as a cutting instrument.

“Dangerous object” shall be defined as a device which is or may be used to cause harm to another person, including, but not limited to, a club, chain, razor, or other sharp blade less than three (3) inches in length, metal knuckles, noxious irritants, chemicals, or explosive or incendiary devices.

**Rule 25: Bomb Threat.** A student who makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat shall be expelled for a period of one year, subject to reduction of this term by the Principal or Superintendent on a case-by-case basis. Any expulsion for a violation of Rule 25 shall extend into the school year following the school year in which the incident took place.

**Rule 26. Criminal Act Resulting in Physical Harm.** A student who commits an act that is a criminal offense when by committed by an adult and results in serious physical harm to person(s) or property while the student is at school, on any other property owned or controlled by the Board or at any school-related activity or extracurricular event, may be expelled by the superintendent for a period up to one (1) year, subject to reduction of this term by the Principal or Superintendent on a case-by-case basis. Any expulsion for a violation of Rule 26 shall extend into the school year following the school year in which the incident took place.

## Suspension

### I. General

The School Leader will determine the length of the suspension (up to ten days) and whether the suspension will be served in-school or out-of-school on a case-by-case basis.

The parameters for completing and grading assignments missed because of a pupil's suspension are as follows:

1. The pupil shall have an opportunity to do both of the following:
  - a. Complete any classroom assignments missed because of the suspension;
  - b. Receive at least partial credit for a completed assignment.
2. This policy permits grade reductions on account of the pupil's suspension subject to the approval of the Principal or Superintendent.
3. This policy prohibits the receipt of a failing grade on a completed assignment solely on account of the pupil's suspension.

Whenever possible, the School Leader shall consult with a mental health professional before suspending the student. If the events leading up to the suspension indicate a need for additional mental health services, the School Leader or mental health professional shall, in any manner that does not result in a financial burden to the School, assist the student's parent or guardian with locating or obtaining those services, including referral to an independent mental health professional.

Any student suspended is not permitted to participate in any extracurricular activities.

## II. In-School Suspensions

If a student is issued an in-school suspension, the School Leader will ensure the student is serving the suspension in a supervised learning environment. Notification of an in-school suspension shall be given to the student and the students' parent, guardian, or custodian in the same manner as other forms of discipline.

## III. Out-of-School Suspension Procedure

The following procedure does not apply to in-school suspensions.

The School Principal or Administrator may only issue an out-of-school suspension by using the following procedure. Prior to the imposition of the suspension:

- a. A written notice of intent to suspend will be given to the student, which contains the following:
  - i. The reason for the intended suspension; and
  - ii. If the suspension is based on one of the serious criminal offenses listed in Ohio Revised Code 3313.622(A) for which permanent exclusion is allowed, and if the student is age 16 or older, the notice must also indicate the possibility that the School Principal may seek permanent exclusion.
- b. The student must be allowed an informal hearing before the School Principal or designee to challenge the reasons for the intended suspension or otherwise explain his/her actions. The student is not entitled to call witnesses at the informal hearing.

If an out of school suspension is imposed during the last ten (10) days of the academic year, the suspension will not be carried over into the following year. However, the superintendent may require the student to participate in a community service program or another alternative consequence (the school leader is to prepare a list of alternative consequences) for the number of hours equal to the remaining part of the period of suspension. The student shall begin the community service or alternative consequence during the first full week day of summer break. If the student does not complete the assigned community service or alternative consequence, the school may determine its next course of action, which shall not include the student serving the remaining time of the out-of-school suspension at the beginning of the following school year.

## Expulsion

### I. General

Except as provided under *Level IV* offenses above, the term of a student expulsion shall be limited to the greater of 80 days or the number of school days remaining in the semester or term in which the incident giving rise to expulsion occurs. In the event that the term of expulsion exceeds the number of school days left in the school year, the Superintendent may apply all or any part of the period of expulsion to the following school year.

Mitigating Circumstances: The School Superintendent shall consider, on a case-by-case basis, all of the relevant facts and circumstances of the misconduct underlying the expulsion including (a) applicable Ohio or federal laws, (b) the student's disability, and (c) extent of culpability of the student. The Principal of Superintendent may reduce the period of expulsion if, in the judgment of the Principal or Superintendent:

- A. The student has not engaged previously in other serious misconduct, whether or not similar to the misconduct underlying the expulsion;
- B. The misconduct was committed under circumstances not likely to reoccur;
- C. The student shows genuine remorse for the misconduct; and
- D. The student is not likely to engage in further serious misconduct.

The Principal shall notify the appropriate criminal justice or juvenile delinquency authorities of these determinations. In the event the School or Principal later determines that such notification was in error or that the determinations reflected in the notifications have changed, the Principal shall provide supplemental notice of such error or change in the same manner.

Students may be expelled as necessary to protect the immediate health and safety of the student, classmates, and teachers and staff. Whenever possible, the School Leader shall consult with a mental health professional before expelling the student. If the events leading up to the expulsion indicate a need for additional mental health services, the School Leader or mental health professional shall, in any manner that does not result in a financial burden to the School, assist the student's parent or guardian with locating or obtaining those services, including referral to an independent mental health professional.

Any student expelled is not permitted to participate in any extracurricular activities.



## II Expulsion Procedures

The following procedure is required before the student's expulsion:

1. Prior to the imposition of the expulsion, the Superintendent must provide the student and the student's parent, guardian, or custodian written notice of the intention to expel and provide an opportunity to appear in person before the superintendent or designee to challenge the reasons for the intended expulsion. The notice must include the following:
  - a. The reasons for the intended expulsion;
  - b. Notification of the opportunity of the student and the student's parent, guardian, or custodian, or representative to appear in person before the superintendent or designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions
  - c. The time and place for a hearing, which must be scheduled not less than three (3) nor more than five (5) school days after giving the notice, unless the period is extended by the Superintendent at the request of the student or the student's parent, custodian, guardian, or representative. The parent, guardian, custodian, or representative must be sent written notice of any extension, and the new time and place to appear.
  - d. If the student is age 16 or older and the expulsion is for one of the serious criminal offenses listed in Ohio Revised Code 3313.622(A) for which permanent exclusion is allowed, the notice must also indicate the possibility that the Superintendent may seek permanent exclusion.
  
2. Within one (1) school day after the expulsion is imposed at the hearing, the Superintendent shall provide written notification to the parent, guardian, or custodian of the student and the treasurer of the Board of the expulsion. The notice must include:
  - a. The reasons for the expulsion;
  - b. Notification of the right to appeal to the Board or its designee. The notice must also explain that the intent to appeal must be in writing and received by the Board within 14 days after receiving the notice;
  - c. The right to representation at all appeal proceedings;
  - d. The right to an appeal hearing before the Board or its designee to be heard against the expulsion;
  - e. The right to request that the hearing be held in executive session;
  - f. Notice that the expulsion may be extended pursuant to Ohio Revised Code 3313.66(F) if the student is sixteen years of age or older;
  - g. If the expulsion is based on one of the serious criminal offenses listed in Ohio Revised Code 3313.622(A) for which permanent exclusion is allowed, and if the student is age 16 or older, the notice must also indicate the possibility that the School may seek permanent exclusion if the student is convicted of or adjudicated a delinquent child for the violation;
  - h. When the Superintendent expels a student for more than twenty (20) school days or for any period of time extending into the next semester or school year, the School shall provide, along with this notice, the student and the student's parent, guardian, or custodian, with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behaviors that contributed to the incident giving rise to the expulsion. The notice shall include the names, address, and phone numbers of the agencies.

The Superintendent is required to initiate expulsion proceedings on expellable offenses even if the student in question withdraw from the School prior to the hearing or the decision to impose expulsion. If it is determined that the student would have been expelled had the student still been enrolled, the expulsion shall still be imposed and the requirements under this policy following the imposition of expulsion are to be followed.

The Superintendent may apply any remaining part or all of the period of expulsion into the following year.

If the student's expulsion is appealed to the Board or its designee in the manner outlined in the above notice provisions, the student or the students' parent, guardian, or custodian may be represented in appeal proceedings and shall be granted a hearing; pursuant to a request, the Board may hold the hearing in executive session, but its decision may only be made at a public meeting. The Board by a majority vote of its full membership, or by action of the designee, may affirm the expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order. A verbatim record of the hearing is to be made.

### **Emergency Removal**

A student who poses a continuing danger to persons or property or an ongoing threat of disrupting academic progress in the School may be immediately removed, without notice and hearing, from curricular activities by a teacher; such student may be immediately removed, without notice and hearing, the administrator, principal, or assistant principal may remove the student from curricular activities and from the school premises. The teacher, as soon as practicable, shall submit in writing to the principal the reasons for the removal.

If an emergency removal of a student in grades **four (4) through twelve (12)** is made, the student must be provided with notice of a hearing and the reason for the removal. As soon as practicable after the emergency removal of a student, written notice shall be given to the student of the reason(s) for the removal and the date, time and place of a hearing on the removal, which hearing shall take place on the next school day after the removal. The individual who ordered, caused or requested the removal shall be present at the hearing.

Unless it is likely that the student will face expulsion for the behavior resulting in emergency removal, the hearing shall be conducted as described in the *Suspensions* section above except that the hearing shall occur on the next school day following the removal.

If it is likely that the student will face expulsion for the behavior resulting in emergency removal, the hearing shall be conducted as described in the *Expulsions* section above except that it shall occur on the next school day after the removal.

If, prior to the hearing, the student is reinstated to curricular activity by the Principal or Superintendent, the teacher supervising the student on reinstatement may request a written explanation of the reinstatement.

## Permanent Exclusion

The Board may request an adjudication order of permanent exclusion of a student from the Superintendent of Public Instruction at the Ohio Department of Education on the recommendation of the Superintendent or Principal of the School. The student and student's parent, guardian, or custodian shall be notified in writing of the School's intent to recommend permanent exclusion.

A recommendation of permanent exclusion may be made by the School's Superintendent or Principal must include (A) proof that the student was sixteen (16) years of age or older at the time of the offense which resulted in expulsion and was convicted of or adjudicated a delinquent child for behavior, the commission of which as an adult would have been a violation of ORC §§ 2923.122, 2923.12, 2925.11, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02 or 2907.05 or any substantially similar ordinance, (B) the written determination(s) of the Superintendent or Principal that the student's continued attendance in school may endanger the health and safety of other students or school employees, and (C) a copy of the written notice provided to the student and the student's parent or guardian of the School's intent to recommend permanent exclusion.

Within fourteen days after receipt of a recommendation of permanent exclusion from the School's Superintendent or Principal, the Board may adopt a resolution requesting an order of permanent exclusion from the Ohio Superintendent of Public Instruction. Prior to adopting such a resolution, the Board shall review and consider all of the following available information:

- A. The academic record of the student and a record of any extracurricular activities in which the student previously was involved;
- B. The disciplinary record of the student and any available records of the student's prior behavioral problems other than the behavioral problems contained in the disciplinary record;
- C. The social history of the student;
- D. The student's response to the imposition of prior discipline and sanctions imposed for behavioral problems;
- E. Evidence regarding the seriousness of and any aggravating factors related to the offense that is the basis of the resolution seeking permanent exclusion;
- F. Any mitigating circumstances surrounding the offense that gave rise to the request for permanent exclusion;
- G. Evidence regarding the probable danger posed to the health and safety of other students or of school employees by the continued presence of the student in a public school setting;
- H. Evidence regarding the probable disruption of the teaching of any school's graded course of study by the continued presence of the student in a public school setting;
- I. Evidence regarding the availability of alternative sanctions of a less serious nature than permanent exclusion that would enable the student to remain in a public school setting without posing a significant danger to the health and safety of other students or of school employees and without posing a threat of the disruption of the teaching of any school's graded course of study.

If the Board does not adopt a resolution requesting an order of permanent exclusion, it shall immediately send written notice of that fact to the recommending Superintendent or Principal, the student and the student's parent, guardian, or custodian.

If the court proceeding instituted because of the offense resulting in expulsion is not concluded, and the student was 16 years of age or older at the time of the offense, the superintendent may file a motion in the court requesting an order extending the expulsion pursuant to Ohio Revised Code 3313.66(F)(1) or if the court proceedings have concluded and the school is seeking an order of permanent exclusion from the Ohio superintendent of public instruction, but the Ohio superintendent of public instruction has yet to issue an order regarding permanent exclusion, pursuant to Ohio Revised Code 3313.66(F)(2) the superintendent of the school may file a motion with the court requesting an order to extend the expulsion until the Ohio Superintendent had made a determination.

### **Discipline/Suspension/Expulsion of Students with Disabilities**

In matters relating to the disciplining of students with disabilities, the Board of Directors shall abide by federal and state laws regarding suspension and expulsion. The School Principal will follow the guidelines below and ensure they are properly used when disciplining any student with a disability.

#### **Removals of Not More Than 10 Days – The 10-Day Rule**

The School may unilaterally remove a student with a disability who violates a code of student conduct from the Student's current placement for not more than ten (10) school days. This option may be used only if the disciplinary action is consistent with actions taken against nonstudents with disabilities. The School may place Students removed under the 10-day rule in an appropriate interim alternative educational setting (“IAES”) if applicable (see below), another setting, or suspend them. Removals under the 10-day rule are not considered a “change of placement” and the School is not obligated to provide services to Students during those removals. The School can use the 10-day rule to remove a student for either a single removal of ten (10) consecutive school days; or a series of shorter-term removals over the course of the school year that are more than ten (10) school days during that school year, so long as those removals do not constitute a pattern of removals (and therefore, a change of placement). When a removal is not a change of placement, an IEP meeting is not required.

#### **Removals of More than 10 Days – Change of Placement**

A change of placement occurs if a removal is for more than ten (10) consecutive school days; or if a student is subjected to a series of removals which accumulate to more than ten (10) school days, that constitute a pattern. This may occur for either suspensions or expulsions. If a change of placement occurs (after a Manifestation Determination Review (see below)), then the School must notify the parents, guardians, or custodian of that decision. This notice must inform the parents or guardians of all the procedural safeguards accorded under the law. These safeguards include a Manifestation Determination Review, a right to receive services, and a continuation of services for a free appropriate public education (FAPE). The School must provide services that:

- enable the student to continue to participate in the general education curriculum (although in another setting); and
- enable the student to progress toward meeting the goals set out in the Student’s IEP.

#### **Manifestation Determination Review (“MDR”)**

Before imposing disciplinary consequences that would amount to a change of placement, the School will conduct an MDR to examine a Student's behavior. The purpose of the MDR is to determine whether a Student’s disability caused, influenced or otherwise impacted the Student’s behavior in question. To

make this determination, the Student's IEP team is required to review certain information and determine whether the behavior causing the disciplinary infraction is or is not a manifestation of the Student's disability.

No later than the date on which the decision to take a disciplinary action which may be a change of placement is made, the School must notify the parents or guardians of that decision and of all procedural safeguards, including the MDR. The School and the parents or guardians must determine which members of the IEP team are relevant to conduct the manifestation determination. The team will review all relevant information in the Student's file to determine (1) whether the conduct in question was caused by, or had a direct and substantial relationship to, the Student's disability or (2) was the direct result of the School's failure to implement the IEP. If the team determines that either condition is applicable for the Student, it must determine that the conduct is a manifestation of the Student's disability.

*Manifestation* – If the team determines that the behavior was a manifestation of the student's disability, the full IEP team must then:

- conduct a functional behavior assessment and implement a behavior intervention plan for the student, unless the School conducted a functional behavior assessment prior to the manifestation determination;
- if the IEP team already developed a behavior intervention plan, it must review and modify the plan as necessary to address the behavior; and
- return the Student to the placement from which he or she was removed.

*No Manifestation* – If the team determines that the behavior was not a manifestation of the disability, the School may discipline the Student using the relevant disciplinary procedures applicable to Students without disabilities in the same manner and for the same duration, continuing to provide services to Students with disabilities.

If a student's behavior was not a manifestation of the disability, the School will still take steps to attend to the Student's behavior. The student must receive, as appropriate, a functional behavior assessment, behavioral intervention services, and modifications designed to address the behavior violation in order to attempt to prevent a reoccurrence.

*Exceptions to the MDR Requirement* – The Unilateral Change in Placement and 45-Day Rule

School personnel may remove a Student to an IAES for up to forty-five (45) school days, without a prior MDR or IEP meeting, when a student:

- carries or possesses a weapon (a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that the term does not include a pocket knife with a blade of less than 2 1/2 inches in length);
- knowingly possesses or uses illegal drugs (a controlled substance not legally possessed or used under the supervision of a licensed health care professional, or legally possessed or used under any other authority under the Controlled Substances Act (21 U.S.C. 812) or under any other provision of federal law), or sells or solicits the sale of a controlled substance (a drug or other substance identified under Schedule I, II, III, IV or V in the Controlled Substances Act); or

- has inflicted serious bodily injury on another person (a cut, abrasion, bruise, burn or disfigurement, physical pain, illness, impairment of the function of a bodily member, organ or mental faculty, or any other injury, no matter how temporary).

This authority can be exercised if a student commits any of the offenses described above at the School, on the School premises, or at a School function.

The IEP team will meet subsequent to the unilateral placement in an IAES and must:

- determine what the permanent setting will be,
- take steps to modify the student's IEP, as appropriate,
- provide appropriate behavioral intervention services and modifications designed to address the behavior violation so that it does not recur, and
- continue to provide the student with educational services to enable him or her to participate in the general education curriculum and to progress toward IEP goals.

The School must still conduct an MDR, but it can occur after the removal to the 45-day setting. If the conduct is a manifestation of the student's disability, the School must still meet all of the requirements outlined above for the MDR, with the additional exception that the Student stay in the alternative placement for 45 school days, regardless of the outcome of the manifestation.

### Due Process Complaint

Parents or guardians who disagree with any decision regarding placement or the outcome of an MDR may appeal the decision through the filing of a due process complaint and may request an expedited due process hearing.

The School may request a hearing to change a Student's placement if the School believes that maintaining the Student's current placement is substantially likely to result in injury to the student or others. Under those circumstances, the hearing officer may order a change in placement of a student with a disability to an IAES for a period of up to forty-five (45) school days if the hearing officer agrees with the School's assessment.

During any due process proceedings, the student's placement, through a disciplinary action, must not change unless the parents/guardians and the School agree otherwise, or upon admissions to the School and parent/guardian consent.

In the case where a student has been placed in an IAES, the Student will remain in the IAES chosen by the School, pending the hearing officer's decision or until the time period expires, whichever occurs first, unless the Parent and School agree otherwise. An expedited hearing will be arranged during an IAES appeal and will occur within twenty (20) days of the hearing request, and the hearing officer must make a determination within ten (10) school days after the hearing.

## Disciplining a 504 Student

### Section 504 Manifestation Determination Reviews

A Student on a 504 Plan is to be afforded due process relating to any proposed change in educational placement where the student is subject either to expulsion or suspension for a period of more than ten (10) consecutive school days or a series of suspensions that are each ten (10) or fewer school days in duration, but exceed ten (10) school days in the aggregate and create a pattern of exclusions. In all such cases, except in the case where such suspension or expulsion pertains to the use or possession of illegal drugs or alcohol as detailed below, the School shall follow the procedures pertaining to discipline/suspension/expulsion of students with disabilities.

### Disciplinary Procedures for Students Possessing or Using Alcohol or Illegal Drugs

The School may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any Student on a 504 Plan who currently is engaging in the illegal use of drugs or in the use of alcohol to the same extent that such disciplinary action is taken against students without disabilities.

### Emergency Removal from Placement

Emergency removal of a 504 student from his/her current placement may take place through parental agreement to an interim placement or through injunctive relief from a court, when the current placement presents a substantial likelihood of resulting in injury to the student or others.

#### LEGAL REFS:

Gun Free Schools Act, 115 Stat. 1762, 20 U.S.C. 7151

29 USC 701

Section 504 of the Rehabilitation Act of 1973

ORC §§ 2923.122, 2923.12, 2925.11, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, 3301.121, 3313.66, 3313.661, 3313.662, 3313.668, 3314.03

OAC § 3301-18-301