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Parent - Student Handbook  
2019 - 2020

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YouthBuild Community School  
1183 Essex Avenue  
Columbus, OH 43201

614.291.0805 (phone)  
614.291.0890 (fax)

<http://www.ybccs.org>

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

YouthBuild 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 Community School. For more information about this matter, please contact the School Administration of the Ohio Department of Education.

YouthBuild 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 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

By virtue of Oakmont Education becoming accredited by AdvancED in January, 2017, YouthBuild Community School is also fully accredited. AdvancED is the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Association Commission (NWAC), and the Southern Association of Colleges and Schools Commission on Accreditation and School Improvement (SACS CASI).

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## **Introduction**

YouthBuild 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 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 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 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. The term “parent” when used herein means an official care-giver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent or court-appointed guardian. 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 parent-student handbook does not constitute a contract between the school and the student/parent, and that the school reserves the right at its discretion to change or amend the handbook at any time in the future.

## **I. Admission Information**

### **A. Enrollment**

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

1. Complete a YouthBuild 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.

In the event that enrollment exceeds capacity, YouthBuild Community School will perform a 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, 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.

### **B. Fee**

There is no tuition fee or tuition of any kind at YouthBuild 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 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 until he/she can prove that he/she has begun the Immunization process meaning that the he/she has been 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 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
- 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 Community School is a public, non-sectarian school.

## **II. Student Responsibilities**

### **A. Code of Conduct**

YouthBuild 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 Community School.

Students at YouthBuild 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 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 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 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 “hickies” 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 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
12. Failure to provide name or identification to School personnel – refusal to provide YouthBuild Community School personnel with his/her name identification, or other necessary information including, but not limited to: current phone number, address, etc.
13. Theft – taking the property of another without right or permission
14. Fighting or violence – participating in physical contact and/or verbal abuse with one or more students or personnel
15. Vandalism – purposeful destruction of school or student property
16. Gang Activities – participating in gang activities
17. False fire and/or bomb alarm – willful intent to cause panic by submitting false information
18. Arson or attempted arson – setting fire or attempting to set fire to any school or building property
19. Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance or any look alike of an item listed above
20. Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, knives etc. and look alikes of any item listed above
21. Wrongful conduct – actions that impede, obstruct, interfere with or violate YouthBuild Community School’s mission, philosophy, and regulations
22. Destruction and or intentional harm to person or property
23. Sexual harassment, misconduct, and or improper language or inappropriate touching or sexting
24. Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
25. Conduct which endangers themselves or others – any form of physical contact that jeopardizes others including, but not limited to, horse- play and throwing objects.
26. Harassment, Intimidation, or Bullying behavior whether in the classroom, on school property, to and from school, or at school- sponsored events, is expressly forbidden.
27. Violation of School policy
28. Any other behaviors or actions that the Director deems, in his or her sole discretion, a disruption to the educational environment or as an offense which may result in corrective action.

## **B. Dress Code**

### General Guidelines:

1. No head coverings are permitted, including but not limited to: hats, caps, hoods, bandanas, 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 Community School shirts or other YouthBuild 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 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.

All Students that attend YouthBuild 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 Community School. Repeated unexcused absences are subject to disciplinary action. Students at YouthBuild 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 Community School on the first

day they return to 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. Employment (which cannot be conducted outside of school hours and with appropriate written documentation from employer)
- f. Death of an immediate family member (with appropriate written documentation)
- g. Personal Illness (with appropriate written documentation)
- h. Court appearance (with appropriate written documentation)
- i. Appointments that cannot be scheduled outside of school hours (case workers, probation officer, signing a lease) and with appropriate written documentation
- j. Other absences as deemed appropriate by the Director

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 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 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 suspended from school, they may be afforded the opportunity to receive some or all of their homework assignments. 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 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 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 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; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife; 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 and provided a hearing within three (3) school days after the removal as 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 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 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**

Students are designated to attend a six (6) 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: 9:00 a.m. – 3:00 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.

### **D. Progress Reports**

YouthBuild 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 10<sup>th</sup> 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 11<sup>th</sup> 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 12<sup>th</sup> 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.*

### **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 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 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 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**

**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 Community School Learning Plan
- Participate in an exit interview with School’s Graduation Committee

## J. Academic Credits Required:

Subject	Ohio Core Beginning with class of 2014
English Language Arts	4
Mathematics	4
Science	3
Social Studies	3
Health	½
Physical Education	½
Technology/Arts/Foreign Language/Business	
Electives	5*

\*Includes the equivalent of 1 credit of Technology/Arts/Foreign Language/Business or other core area course beyond the above-listed requirements.

The Ohio Core graduation requirements will be followed for students who are first-time freshmen in the school year 2010-2011. Components of the Ohio Core requirements include Algebra II or equivalent as part of the math requirement, Financial Literacy and Economics as part of another course or as a standalone course, and 2 semesters of Fine Arts in grades 7-12. Ohio Core also requires that Science is taught with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. In addition to the previous Science requirement of 1 credit of Physical Science and 1 credit of Life Science, 1 credit of Advanced Science is now required. The previous requirement of ½ credit of American History and ½ credit of American Government are both included in the Ohio Core requirement for Social Studies.

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.

## K. Credit Flexibility Plan Option

YouthBuild 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 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:
  - o Access to more learning resources, especially real-world experiences;
  - o Customization around individual student needs; and
  - o Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance.

The School will permit CFP in accordance with Ohio law, as amended. For information on how to initiate a Credit Flexibility Plan contact the School Director.

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

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

YouthBuild 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.

##### **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 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 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 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. For the School's complete Visitor Policy, see the attached Appendix 3.

#### **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 Community School phones without approval from School personnel.

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

Should it be necessary to close YouthBuild 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.

### **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 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 Safe School Policy 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 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 Community School.

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

YouthBuild 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 Community School or at any YouthBuild 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 Community School.

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

Any personal items that have been left at YouthBuild 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 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 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. 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.

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.

#### **J. 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.

#### **K. 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. Students will only be released to parents or individuals listed on their emergency contact forms.

### **L. 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.

### **M. 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 S or his/her designee.

## **VI. Confidentiality of Records**

At YouthBuild 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 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 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 by the school as an administrator, supervisor, instructor, 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.
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 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

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

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 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**

Federal laws currently 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 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 Community School release this information. If you do not want YouthBuild 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. 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, 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 and surveys created by a third party;
- instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 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 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 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's Title I program is intended to foster and enhance parent-involvement in the School. The goal of YouthBuild Community School is to involve parents in their children's learning and to form an open line of communication between school and home. This will be accomplished through the following policies:

1. Information. Parents are informed about school activities and events through interim progress reports, report cards, and notes sent home; parent newsletters; parent/teacher conferences; and informal personal and telephone conferences.

2. Annual Title I Meeting. Parents have an opportunity to review Title I programs and provide input into the planning process during the annual Title I meeting held at the School during flexible dates and times. Additionally, parents rights and Title I requirements will be discussed. Additionally, parents should contact the School Director about ways to be involved at the School including the process for providing input regarding Title I planning and the parent involvement policy.
3. Open Door Policy. Parents are invited to visit the School to observe the education of their children on any day with prior notification.
4. Volunteer Program. All parents are invited to volunteer in the School on any given day of the week with prior notification and proof of a valid BCI and FBI background check clearance.
5. Curriculum. The School provides a high quality curriculum to enable our students to meet high standards, and prepare for the state graduation exam. The School shares these results with parents and provides an explanation of the results with parents during the course of the school year.
6. Board of Directors Meetings. The Board of Directors meets numerous times throughout the year to review the state of the School. Board meeting dates and times are posted at the School and published in the local newspaper. All parents and guardians are invited to attend Board meetings and can receive a Board meeting calendar upon request.

## **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 notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her 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.

## **XI. 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 principal of the School 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.

### **XII. 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.

### **XIII. Work Permit Policy**

A critical component of YouthBuild 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 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 School 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:

### **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 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 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 Community School.

### **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 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 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.

## **XIV. 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 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.

## **XV. 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 Community School supports student health and wellness in accordance with the Board of Directors Wellness Policy.

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

YouthBuild 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

**Section 504 Coordinator**  
Director of Student Services/Special Education  
c/o Oakmont Education  
481 N. Cleveland Massillon Rd.  
Fairlawn, OH 44333



**YOUTHBUILD COMMUNITY SCHOOL**  
Parent/Student Handbook Contract  
2019-2020

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 Community School, it may be necessary to make changes from time to time to best serve the needs of YouthBuild Community School and its students.

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 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 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

### Safe School Policy

The Board of Directors of the School prohibits violence including harassment, intimidation, bullying or any gang related activity. The School is a drug-free and weapon-free school, and does not tolerate the above-mentioned behavior whether in the classroom, on school property, or at school-sponsored events, as it is expressly forbidden.

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

Harassing, 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 counseling, suspension, or expulsion from school. The school's commitment to address Harassing, Intimidating, and Bullying, however, 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 Harassing, Intimidating, 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.

- I. Definition of Terms:
  - A. "Harassment, intimidation, or bullying" means either of the following:
    1. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
      - a. Causes mental or physical harm to the other student;
      - 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. "Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
  - C. "School-sponsored activity" means any activity conducted on or off school property (including school buses and other school-related vehicles) that is

sponsored, recognized or authorized by the School Director, the Governing Authority, or the Ohio Department of Education.

- D. “Harassment, intimidation, or bullying” will not mean any action that would constitute protected free expression under the First Amendment to the Constitution of the United States and/or the Constitution of the State of Ohio.

In accordance with these definitions, the following factors should be considered before identifying conduct by a student or group of students as harassment, intimidation, or bullying in violation of the Policy. The determination that conduct does not constitute harassment, intimidation, or bullying under the Policy, however, does not restrict the right of the School Director to impose appropriate disciplinary consequences for the student misconduct.

Location. In order to constitute harassment, intimidation, or bullying in violation of the Policy the behavior in question must occur to and from school, on school grounds, at school-sponsored activities or sanctioned events, or in school vehicles. Conduct that occurs away from these places is not harassment, intimidation, or bullying under this Policy. However, cyber-bullying, which is addressed below, may occur at locations away from those mentioned above, but is covered by this Policy and is strictly forbidden by the School.

Ridicule, humiliation, and/or intimidation. Harassment, intimidation, or bullying behavior is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes this behavior, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

## II. Types of Conduct

Harassment, intimidation or bullying can take many forms and can include many different behaviors having an overt intent to ridicule, humiliate, or intimidate another student. Prohibited conduct can include, but is not limited to, the following behavior, overt acts, and/or circumstances:

- A. Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that has the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- B. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- C. Unreasonable interference with a student’s academic performance or creation of an intimidating, offensive or hostile learning environment;
- D. Physical violence, attacks or both;
- E. Threats, taunts, and intimidation through words, gestures or both;
- F. Extortion, damage, or stealing of money, property, or personal possessions;

- G. Exclusion from the peer group or spreading rumors; or
- H. 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:
  - (i) Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
  - (ii) Sending abusive or threatening instant messages;
  - (iii) Using camera phones to take embarrassing photographs of students and posting them online;
  - (iv) Using websites to circulate gossip and rumors to other students;
  - (v) Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

### III. Complaint Process – Reporting Prohibited Incidents

#### A. Written and Oral Complaints

- (i) The School requires the School Director or his/her designee to be responsible for receiving complaints alleging violations of this Policy. Students, parents or guardians may file written complaints of suspected harassment, intimidation, or bullying with any School staff member or administrator. A teacher or other School staff member who receives a written complaint will promptly forward it (no later than the next school day) to the School Director or his/her designee for review and action.
- (ii) Oral complaints will also be considered official complaints. Students, parents or guardians may make oral complaints of conduct that they consider to be harassment, intimidation, or bullying by verbally reporting to a teacher, school administrator, or other School personnel. A teacher or other school staff member who receives an oral complaint will promptly document the complaint in writing, and will promptly forward it (no later than the next school day) to the School Director for review and action.

Both written and oral complaints will 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.

#### B. Anonymous Complaints

- (i) Students who make oral 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.

- (ii) The anonymous complaints will 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.

#### IV. School Personnel Reporting Responsibilities

- A. School Personnel, including teachers and other School staff, who witness acts of harassment, intimidation or bullying, as defined above, will promptly notify the School Director or his/her designee of the event observed by filing a written incident report concerning the events witnessed.
- B. In addition to addressing both informal and formal 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.
- C. School personnel should intervene promptly where 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.”
- D. Any student that deliberately makes a false report of harassment intimidation, or bullying shall be subject to the disciplinary procedures described in Section VIII of this Policy.
- E. School Personnel, students, and volunteers that report an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures specified in this Section of the Policy shall be individually immune from liability in a civil action for damages arising therefrom.

#### V. Notification to Parents/Guardians

- A. If after investigation, acts of harassment, intimidation or bullying by a specific student are verified, the School Director or his/her designee will notify, in writing, the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline will be included in such notification.
- B. If after investigation, acts of harassment, intimidation or bullying against a specific student are verified, the School Director or his/her designee will notify the parent or guardian of the victim of such findings. In providing such notification, care must be taken to respect the statutory privacy right, including those set forth in the R.C. § 3319.321 and the Family Educational Rights and Privacy Act of 1974, 88 Stat. 571,

20 U.S.C. 1232q of the perpetrator of such harassment, intimidation and bullying. To the extent permitted by State and Federal privacy laws, parents or guardians of any student involved in a prohibited incident may have access to any written reports pertaining to the prohibited incident.

VI. Investigation and Documentation of Prohibited Incident; Anonymous Reports

- A. The School requires the School Director or his/her designee to be responsible for determining whether an alleged act constitutes a violation of this Policy. In so doing, the School Director or his/her designee will conduct a prompt and thorough investigation of all written and oral complaints of suspected harassment, intimidation, or bullying. A written report of the investigation will be prepared when the investigation is complete. Such report will include findings of fact and a determination of whether acts of harassment, intimidation, or bullying were verified. When prohibited acts are verified, a recommendation for intervention, including disciplinary action will be provided. Where appropriate, written witness statements will be attached to the report. All such incident and investigation reports shall be stored in a secure location determined by the School Director that will preserve appropriate confidentiality and anonymity.
- B. When a student making a complaint has requested anonymity, the investigation of such complaint will 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.

VII. Intervention Strategies to Protect Victims

When responding to verified acts of harassment, intimidation, or bullying, the School will consider potential strategies to protect victims from additional harassment, intimidation, or bullying, and from retaliation following a report. Potential strategies include:

- A. Supervising and disciplining offending students fairly and consistently;
- B. Providing adult supervision during breaks, lunch time, bathroom breaks and in the hallways during times of transition;
- C. Maintaining contact with parents and guardians of all involved parties;
- D. Providing counseling for the victim if assessed that it is needed;
- E. Informing School personnel of the incident and instructing them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior; instructing personnel to intervene when prohibited behaviors are witnessed; or

- F. Checking with the victim regularly to ensure that there have been no incidents of harassment/intimidation/bullying or retaliation from the offender(s).

VIII. Disciplinary Procedure

- A. Verified acts of harassment, intimidation or bullying will result in an intervention by the School Director 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. The School recognizes that acts of harassment, intimidation, or bullying can take many forms and can vary dramatically in seriousness and impact on the targeted individual and school community. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. Disciplinary and appropriate remedial actions for a student or staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to, and including, suspension or expulsion.
- C. In determining appropriate interventions for each individual who commits an act of harassment, intimidation or bullying (including a determination to engage in either non-disciplinary or disciplinary action, as described below), the School Director will give the following factors full consideration:
  - (i) The degree of harm caused by the incident(s);
  - (ii) The surrounding circumstances;
  - (iii) The nature and severity of the behavior;
  - (iv) The relationship between the parties involved; and
  - (v) Past incident(s) or continuing patterns of behavior.
- D. When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts of such behavior do not reasonably require a disciplinary response, students may be counseled regarding the definition of misconduct, its prohibition, and their duty to avoid any conduct that could be considered harassment, intimidation or bullying. Peer mediation may also be used, when appropriate.
- E. When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, will not be the basis for disciplinary action.
  - (i) In and out-of-school suspensions and expulsions may be imposed only after following the appropriate suspension and expulsion procedures.

- (ii) Expulsion will be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating such behavior.
- (iii) The determination that conduct does not constitute harassment, intimidation or bullying under this Policy, however, does not restrict the right of the School Director or the Governing Authority or both to impose appropriate disciplinary consequences for student misconduct.

#### IX. Semi-Annual Reporting Obligations

The School Director will semi-annually provide the leader of the Governing Authority a written summary of all reported incidents and post the summary on the School's website, if one exists to the extent permitted by section 3319.321 of the Revised Code and the "Family Educational Rights and Privacy Act of 1974," 88 Stat. 571, 20 U.S.C. 1232g, as amended. The list will be limited to the number of verified acts of harassment, intimidation, and bullying, whether on school grounds, to and from school, or at school-sponsored activities or sanctioned events.

#### X. Dissemination of Policy

- A. The School will annually disseminate the Policy to staff, students, and parents, along with an explanation that the Policy applies to all applicable acts of harassment, intimidation, and bullying that occur on school grounds, at school-sponsored activities or sanctioned events, to or from school or on school-related vehicles, or in cyber-space. The Policy will appear in parent/student handbooks that set forth the School's rules, procedures, and standards of conduct for the School and its students.
- B. To ensure the staff is prepared to prevent and effectively intervene with incidents of harassment, intimidation or bullying, the School has incorporated the information about the Policy into its employee training programs as required by Ohio Revised Code 3319.073.
- C. This policy will be introduced to students during orientation sessions. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and dating violence prevention, 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, as well as information about other school rules and disciplinary policies. This Policy will be stated in student, staff, volunteer and parent handbooks.

## **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 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.