



# **Parent and Student Handbook & Code of Civility**

**1408 Rigby St.  
Youngstown, OH 44506  
330-746-3970**

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

## *Letter from the Principal*

---

Dear Parents and Guardians:

Thank you for choosing Youngstown Academy of Excellence for your child! *The Parent and Student Handbook* and *Code of Civility* are designed to guide you and your child through this exciting time. We encourage you to read all sections of this booklet thoroughly and discuss them with your child.

*The Parent and Student Handbook* includes contact information for the school's leadership team, general information about our proven curriculum, the instructional design, and specific school policies and procedures. The policies and procedures are in place to keep everyone safe and happy. If they are followed consistently, they will contribute to the development of our community and the success of the students at Youngstown Academy of Excellence.

The *Code of Civility* describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment for all students.

Should you have any questions that are not answered within these pages, please feel free to contact the school at 330-746-3970.

At Youngstown Academy of Excellence, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,

*Ms. Knapp*

Ms. Knapp M.Ed.  
Principal  
Youngstown Academy of Excellence

## **School Overview**

---

### **MISSION**

The mission of the Youngstown Academy of Excellence is to provide a rigorous college preparatory course of study which equips students for today's competitive and changing world. At YAE, students acquire the academic skills and develop personal qualities that are necessary to succeed in further studies and well beyond in the 21st century workplace.

### **LEADERSHIP**

The School's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the School's highest priority, so we hope you will contact the School's leaders with any questions or concerns.

**Heather Knapp**, Principal: HKnapp@youngstownacademy.org

**Ashley Wright**, Director of Academics: AWright@youngstownacademy.org

**Craig Rodik**, Behavior Intervention Specialist: CRodik@youngstownacademy.org

**Sarah Orizal-Luce**, Office Manager: SOrizal-Luce@youngstownacademy.org

**Ileana Ortiz**, Administrative Assistant: IOrtiz@youngstownacademy.org

All my be reached by the school office phone: 330-746-3970

### **MANAGEMENT**

**Youngstown Academy of Excellence** is part of a national network of schools managed by ACCEL Schools. ACCEL Schools is led by a visionary team with a proven track record of driving educational innovation on a large scale and across socio-economic and geographic lines. At ACCEL Schools, students benefit from a comprehensive set of proven educational practices personalized to their unique needs.

ACCEL's corporate office may be contacted at: <https://accelschools.com/>

#### **ACCEL Schools**

[1650 Tysons Blvd, Suite 630](#)

[McLean, VA 22102](#)

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of Youngstown Academy of Excellence to provide an equal education opportunity for all students.

Any person who believes that Youngstown Academy of Excellence or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics, or social or economic background, has the right to file a complaint can be made in writing to the Academy's Principal.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 30 days. Under no circumstances will the Academy threaten or retaliate against anyone who raises or files a complaint.

## **Visitors**

All visitors must report directly to the office upon entering the school building to sign in and obtain a visitor's pass before further access will be granted. If any parent or guardian would like a meeting with their child's teacher, then he or she must schedule an appointment to ensure instructional time is not interrupted. If you need to come to the school without an appointment, we ask that you come between 9am-2pm as to not disrupt arrival and dismissal procedures.

## **School Day**

Breakfast is from 7:45am until 8:00am Instruction will begin promptly at 8:00am and end at 3:15pm, Monday through Friday. Students are considered late to school starting at 8:10am. No student will be admitted into the school building before 7:45am. There is no adult supervision for children until that time.

## **Attendance**

If a student is going to miss a full day of school or any part of the school day, please call the school and inform the office.

## **Dismissal**

It is the policy of Youngstown Academy of Excellence that students may not be released early for pick-up after 2:30pm. If a student has an appointment, call the school office before 1:00pm or send a note with the student stating the time of dismissal. Again, this time should be before 2:00pm. If there is an emergency call the school office as soon as you can. We will do our best to accommodate the family during difficult times.

Instruction time does not end until 3:15pm. Therefore, students are responsible for the instruction time that is missed when released early from school.

If you are picking up your student at the end of the school day, students will only be dismissed through the car rider line, which will begin at 3:15pm. We understand that sometimes plans change, but if you need to change your normal transportation, please be sure to call the school office before 1:00pm to notify staff of this change. If we are not notified in time, we will send your student home by their regular means of transportation.

## **Bussing**

If the bus garage informs the school of a major bussing change, the school will put out an all call to all families, regardless of your student's transportation method. We will also post on our FaceBook page. We have found these to be the quickest ways to reach all our families.

## **Breakfast & Lunch**

Students at the Youngstown Academy of Excellence are eligible to receive free breakfast and lunch each day after completing the proper paperwork. Breakfast begins daily at 7:45am and ends at 8:00am. All students will have a designated lunch period for their grade level. Any food allergies must be reported to the main office at the time of enrollment or diagnosis to ensure the proper accommodations are made for the student. Students also have the option to pack their lunches if desired and will not be required to consume the lunch for the day.

## **Title I Services**

Youngstown Academy of Excellence is a School-wide Title I funded school. Students can qualify for Title I services after academic performance data is analyzed. Title I services are put in place to provide support to students who struggle academically and need additional academic service to improve overall performance in Math and Reading. A quarterly data analysis is completed by administration and Title I staff to provide proper support to meet the academic needs of each student that qualifies.

## **Testing**

Students at Youngstown Academy of Excellence are assessed on a bi-weekly basis throughout the school year with short cycle assessments called Jousts. The data is very closely monitored from week to week in order to provide appropriate instruction and support to all students. Our teachers collect additional data on each student and use the data to meet the academic needs for every individual in all subjects.

Students enrolling for grades K-8 will complete an online iReady Reading and Math Assessment for the grade they are enrolling in three times per year. Other assessment tools include but are not limited to Kindergarten Readiness Assessment, Ohio State testing, and Edulastic.

## **Field Trips**

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents may be asked to assist in paying for field trips. Parents will receive advance notice of all such trips. A permission slip must be signed by a student's parent/guardian for the student to participate in a field trip. Students without signed permission slips will not be able to attend the field trip. Participating students will be provided a bagged lunch if participating through the school's regular lunch program. The student code of conduct and attendance rules apply to all field trips. Students who violate school rules may lose the privilege to go on field trips. Any child not enrolled in our school, may not accompany parents assisting on the field trip.

## **Grade Level Placement and Retention Policy**

---

ACCEL Schools recognizes that the personal, social and academic growth of children will vary and they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

Decisions regarding a student's placement will be determined on an individual basis. No less than 2 measures from the below list will be used to make a determination regarding placement within the academy:

- Academic Report Card
- Attendance Record (Minimum standard of 93%)
- iReady Assessment Grades K-8
- Teacher Recommendation
- RIMP
- 3<sup>rd</sup> Grade Reading Guarantee
- Short Cycle Joust Assessments

Students who are placed or retained below their chronological grade level may be required to participate in some or all of the following interventions:

- After School Tutorial
- Summer School
- Individual Assistance through the Intervention Assistance Team

Each student will be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Periodically during the year teachers shall provide written progress and grade reports. Teachers will also provide evaluation reports to parent(s) and students during teacher-parent conferences. The grading system used to measure student progress toward achieving the predetermined instructional objectives and performance standards is applied consistently throughout the school. All promotion and retention decisions are subject to the third grade reading guarantee requirements.

### Promotion

A student will be promoted from one grade to the next provided the student meets the applicable promotion criteria. The decision to promote a student shall rest solely with the Head of School, appropriate input from the student's teacher(s), the professional staff, and parent(s).

### Retention

A student is required to be retained if he/she is truant for 10% or more of the required school days and has failed at least two (2) courses of study, unless the Head of School and the teachers of the failed subjects determine that the student is academically prepared to be promoted.

Additionally, a student shall not be promoted or allowed to pass to a higher grade or course level if the student fails to meet established standards for a particular grade or course level.

Retention decisions will be made only after the Head of School or applicable teachers have notified and conferred with parent(s) as to the student's progress or lack thereof. These notifications and conferences will take place as soon as teachers and the Head of School identify that a student's promotion could be in jeopardy.

**Individuals with Disabilities Education Act (IDEA) of the Rehabilitation Act**

Students who are identified disabled under the IDEA of the Rehabilitation Act or a Section 504 will be promoted or retained in accordance with their performance. The progress towards meeting individual IEP goals will be the primary measure to determine promotion or retention.

## **DRESS CODE**

---

The Board believes that student dress should enhance a positive image of students and the school. The standards of dress and grooming outlined are necessary to promote discipline, maintain order, secure student safety, and provide a healthy environment that is conducive to learning. We would like students to learn how important it is to dress for success. Students are required to stay in the school dress code every day.

**Bottoms-** All bottoms must be no shorter than fingertip length. Sweatpants not permitted.

- Pants
- Shorts
- Jumpers
- Skirts/ Skorts
- Leggings may be worn under proper bottoms- never alone

**Tops-** All tops must be solid color polo

- Shirts must have sleeves
- Shirts must be at hip length
- Solid colored cardigan, fleece, quarter zip, vest, or crewneck maybe worn over a school shirt.
- Hoodies and jackets may be worn to school, but must be removed before entering the classroom.

**Shoes-** All shoes must be closed toe with a back

**Headwear**

- Hats, bandannas, bonnets, and durags are not permitted.

### **Violation of the Dress Code:**

Students may be asked to Change into a school provided uniform for the day and return it at the end of the school day. If the school does not have correct sizes for the student, the guardian or a family member will be called to come to the school and provide appropriate clothing. Excessive dress code violations may result in additional consequences.

***\*The Head of School has the end decision that if a student has selected a manner of appearance that is disruptive to the educational process or presents a risk to themselves or others, they will be removed from the educational setting.***

---

# **CODE OF CONDUCT**

---

All students are expected to conform to the Student Code of Conduct at School, on the School premises, at School activities or functions whether on or off the School premises and on transportation to and from School, if paid for or provided by the School and are subject to the School's disciplinary process when they fail to do so. Students may also be subject to the School's disciplinary process for a violation of the Student Code of Conduct, regardless where it occurs, if the misconduct is directed at School Staff or their property.

## **Progressive Discipline**

### First Level Offense

1. Teacher explains or reviews class and School rules and warns the student of possible consequences.
2. Teacher applies appropriate in school consequences.

### Second Level Offense

1. Teacher applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, detention, etc.
2. Teacher personally communicates the problem(s) with the student's parent(s).
3. Teacher sends a written report home and a copy to the office.

### Third Level Offense

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the Head of School may suspend the student from School, not to exceed ten School days.

### Fourth Level Offense

If actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct, the highest level administrator of the School likened to a Superintendent may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Policy 273.

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Head of School and/or the highest level administrator of the School likened to a Superintendent.

## Infractions and Likely Disciplinary Action

	<u>DEFINITION</u>	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Academic Misconduct	Plagiarizing, cheating, copying another's work or internet materials, gaining unauthorized access to material, using, submitting, or attempting to obtain data or answers dishonestly or by means other than authorized by the teacher. Falsifying information (signing homework, etc.).	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.
Bomb Threat	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.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Criminal Act	Committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 3-4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or School activities, including but not limited to failure to carry out directions and/or School guidelines, failure to cooperate with School personnel or parent volunteers, verbally harassing other Students or Staff, and running	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2- 4 disciplinary action.

	and/or making excessive noise in the building.			
Electronic and Other Communication Devices	No Student shall display any electronic devices (cellular telephones, PDA's, CD players, iPods, gaming devices, etc.) without approval on school property from the beginning of the day to the conclusion of School.	Level 1-2 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.
Firearm	Bringing a firearm to the school or onto school property (any property owned, used, or leased by the school for school, school extracurricular or school-related events).	1 year mandatory expulsion.	1 year mandatory expulsion.	1 year mandatory expulsion.
	Bringing a firearm to an interscholastic competition, an extracurricular event, or any other school program or activity that is located at a school or on school property.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	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 school property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.

Gang Activity	No student shall be involved in initiations, hazing, intimidations and/or related activities of group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to Students or Staff. No Student shall wear, carry or display gang paraphernalia or exhibit behaviors or gestures which symbolize gang membership or cause and/or participate in activities which intimidate or affect the attendance of another student. See also Gang Policy.	Levels 1-3	Level 2-4	Level 3-4
Homework	Daily homework assignments are an extension of, and reinforce class work, and may be assigned Monday through Friday evenings. The amount of homework and time required for its completion will depend on the grade level of the student and the type of skill or content being developed. All homework must be completed in a timely manner, as determined by the classroom teacher. Repeated failure to timely complete homework is of great concern, and may result in appropriate disciplinary measures.	Level 1	Level 1-2	Level 2 -3

Inappropriate language	Using or directing, insulting, degrading, or demeaning language, written or verbal, toward School personnel or any member of the School community. See also Dignity Policy.	Level 1-2 disciplinary action.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.
Insubordination	Verbal or nonverbal refusal to comply with a reasonable request or directive while on School property or at any School related activity or event.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3 or 4 disciplinary action.
Intimidation/ Menacing/ Bullying/Cyber-Bullying	Threats, verbal or physical, that inflict fear, injury, or damage. Cyber-bullying is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to e-mail, text messages, social media, direct messages, posts, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate or repeated, or hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on school time or the school premises, at school events, programs or activities or off school time or school premises if such acts affect other students or staff of the school. See also Anti-Bullying.	Level 2-3 disciplinary action.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.

Knife	Bringing a knife to school, onto school property, to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school or which the school is a participant.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
	Possessing a knife at school, on school property or at an interscholastic competition, an extracurricular event, or any other school program or activity which knife was initially brought onto school property by another person.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.	Level 4 disciplinary action and 1 year discretionary expulsion.
Lying	Intentionally giving untrue communication.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.
Obscenities/ Verbal Abuse/ Vulgarity	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious, or ethnic slurs, written or verbal, toward school personnel or any member of the school community. This shall include use of obscene gestures and signs that willfully intimidate, insult, or in any other manner, abuse others.	Level 1-2 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.
Physical Contact	Participating in unacceptable physical contact, including but not limited to fighting, pushing, intentionally hurting other students. See also Fighting Policy.	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.

Refusal to Do Classroom Work	The refusal to complete work, labs, projects, or other assignments given by the teacher.	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 3-4 disciplinary action.
Minor Safety	Students shall be concerned about their own safety and that of others. Student actions that may be considered a minor safety risk include, but are not limited to: <ul style="list-style-type: none"> <li>• Talking during safety drills</li> <li>• Running, pushing, yelling, or other inappropriate behaviors</li> <li>• Any inappropriate playground behaviors</li> <li>• Minor insubordination to adults</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.
Major Safety	Behavior that creates a more severe possibility of harm to oneself or others, including but not limited to <ul style="list-style-type: none"> <li>• Leaving the school building or grounds without permission</li> <li>• Other acts which could harm the student or others</li> </ul>	Level 2-4	Level 2-4	Level 2-4
Sale, Use, Possession, or Distribution of Alcohol, Drugs, or other Chemical Controlled Substances	Using, selling/purchasing, distributing, possessing, or attempting to possess, mood altering chemicals, or substances (including counterfeit or look-alike substances), distributing any narcotics, drugs, controlled substances of any kind, or alcoholic beverages, or other intoxicant on School property or at School functions or event. See also Drugs and Alcohol.	Level 3-4 disciplinary action.	Level 3-4 disciplinary action.	Level 4 disciplinary action.

Sale, Use, Possession, or Distribution of Tobacco Product	Using, selling/purchasing, distributing, possessing or attempting to possess, any tobacco product or paraphernalia (including e-cigarettes, vapor-based nicotine, and lighters). See also Use of Tobacco on School Premises.	Level 1-2 disciplinary action.	Level 2 - 3 disciplinary action.	Level 2- 4 disciplinary action.
School Property	Textbooks, computers, and school facilities are available for student use. Proper care and use of school property is expected. All violations in this area require restoration and/or restitution. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Defacing textbooks, library books, and other school materials</li> <li>• Destruction or improper use of school computers, printers, or other technology</li> <li>• Defacing/destruction of school property including desks, walls, lockers, etc.</li> <li>• Failure to respect the property of other students, teachers, school personnel, etc.</li> <li>• Gum chewing on school property</li> <li>• Improper use of restrooms and/or supplies</li> <li>• Stealing</li> </ul>	Level 1 disciplinary action.	Level 2 disciplinary action.	Level 2-4 disciplinary action.
Sexual or Other Harassment	Unwelcome advances of a sexual nature, requests for sexual favors, and/or other verbal or physical conduct or communication of a	Level 1-3 disciplinary action.	Level 2-4 disciplinary action.	Level 3-4 disciplinary action.

	sexual nature. Sexual harassment that includes unwelcome physical contact shall be assumed to have the effect of substantially interfering with the victim's employment or educational environment. See Harassment Policies.			
Tardiness	To class: The act of a student not being in his/her classroom or seat when class is scheduled to begin as defined in the school schedule.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
Theft	Stealing, attempting to steal, possessing or transferring school or private property, or participating in the theft or attempted theft of school or private property.	Level 1 disciplinary action.	Level 2 or 3 disciplinary action.	Level 3 or 4 disciplinary action.
Toys or Play Objects	School is a place of learning. Distractions cause students to be inattentive. Therefore students are to keep all toys or play objects at home unless the teacher designates a specific day for sharing what a student owns. If a Student chooses to share a toy or other object on such an occasion, the School is not responsible for these items. Violations include but are not limited to: <ul style="list-style-type: none"> <li>• Bringing toys or distracting objects to school</li> <li>• Creating toys or distracting objects at school</li> </ul>	Level 1 disciplinary action.	Level 1-2 disciplinary action.	Level 1-2 disciplinary action.

Truancy	Habitual or chronic absence from School or class without legitimate excuse and failure to follow proper attendance check-in/check-out and absence procedures. See also Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.	Disciplinary action consistent with Truancy Policy.
Violating Classroom Rules	Not following the classroom rules as determined by the classroom teacher.	Level 1 disciplinary action.	Level 2-3 disciplinary action.	Level 2-4 disciplinary action.

## **Transportation Discipline**

Bus suspensions (for bus riding privileges only, but not for suspension from School) may be imposed for any period of time as set forth in the School's Code of Conduct. Students are required to be provided notice of an intended suspension (which is not required to be in writing) and an opportunity to appear before the Head of School before a suspension is imposed.

If immediate removal of a Student is authorized, the Student must be given notice, as soon as practicable, of the reasons for the removal and of a hearing before the Head of School which must be held within seventy-two hours of the removal. Immediate removal is authorized when the Student's presence poses a danger to persons or property or a threat to the safe operation of the school bus. The length of time removed from ridership shall be in accordance with the School's Code of Conduct. If students are being transported by the home district and not by the School, and if the home district requires its own code of conduct to be imposed, the School shall post the bus riding code of conduct of the home school districts from which Students are being transported, in a central location in each School building, and make them available to Students or Parents upon request.

Suspensions or immediate removal from bus riding privileges of disabled students shall be accomplished in accordance with the laws governing suspension and expulsion of disabled students.

*R.C. 3313.66; R.C. 3313.668; R.C. 3327.014; OAC 3301-83-08*

**All consequences will be reviewed on a case by case basis by the administration**

### **Cell Phones**

As a school community, we are deeply committed to learning and the integrity of classroom instruction. In an effort to promote smart and appropriate use of technology, our cell phone policy will ONLY allow students to use their phones outside of the school building. If any emergency arises throughout the day and you need to speak to your student, please call the office and we will be more than happy to have your student come and speak to you. Discipline for violations of cell phone use is noted above.

### **Progression of Consequences**

Students must follow the School's Code of Conduct before, during, and after school, as well as in school buildings, on school grounds, at school-related activities, at breakfast and lunch, and on the way to and from these activities. Students' behavior must not keep any of the members of the School community from doing their jobs.

### **Suspension**

Any time students are sent to the Principal for disciplinary consequences, a Referral Form will be generated. This form briefly describes the behaviors that caused the student to be removed from class, hallway, playground, breakfast/lunch room or bus. The Principal keeps an electronic record of all infractions. When students have accumulated a record that, in the Principal's view, reflects unwillingness to abide by school rules, the Principal will recommend suspension or expulsion. Even without such a record of repeated misbehavior, students who break a rule can be sent home for a period of up to ten (10) school days. They will continue to do assigned work while suspended; however, it will not count toward their grade. Suspensions may be appealed to a

team consisting of the Principal and the appropriate teachers. If the outcome is not acceptable to the student/parent, they may then appeal to the Regional Superintendent. Lastly, there can be a final appeal to the Board of Directors. While suspended, the student cannot enter onto school grounds or participate in school-sponsored events.

The steps to appeal to the Board of Directors should be as follows:

1. The Principal should be contacted for reconsideration.
2. It should be brought to the Regional Vice President.
3. The Board should be contacted to hear the unresolved appeal.

### **Expulsion**

In general, students who have had multiple suspensions (i.e. 3 or more) at any point in the school year may be expelled. In addition, students who break a rule in Category III will be sent home for up to eighty (80) school days. However, if a firearm or knife were involved, then the expulsion can last up to one year. If there are fewer days left in the school year than the expulsion, students will serve the remaining days of the expulsion at the beginning of the next school year. If expelled, students may not come to school or to any school-related activities during the expulsion period, nor will they be permitted to enroll in any Youngstown Public School. All expulsions are approved by the Regional Vice President. Parents/guardians are informed in writing of The School's intent to expel. Students and parent(s)/guardian(s) have the right to appeal this decision to the Board of Directors. Any student that brings drugs or a firearm to school will be referred to the criminal justice or juvenile delinquency system.

### **Expulsion Process**

1. Parents will be notified of the recommendation to expel.
2. Expulsion hearing will be scheduled within 10 days of the date the notice is mailed to the parent/guardian.
3. The expulsion committee will hear the expulsion. Parent/guardian and student can attend hearing, however it is not mandatory. The committee will consist of at least 3 school officials as follows:
  - a. A school administrators (Principal) - (Hearing official)
  - b. The RVP who was not involved in the original suspension
  - c. One teacher who does not teach the child. If scheduling permits, a KG – 5<sup>th</sup> grade teacher will chair the committee for students recommended for these grade levels, and a 6<sup>th</sup> – 7<sup>th</sup> grade teacher will chair the committee in the event that a 6<sup>th</sup> – 7<sup>th</sup> grader is recommended for expulsion.
4. If recommendation is to expel, parents/guardians have the right to request an appeal to the Board. Parents/guardians have 5 days from the hearing to request an appeal.
5. If the parent/guardian exercises his/her appeal rights, the Board President will hear the appeal. It is the parents/guardians responsibility to contact the board to set a meeting to have the appeal heard.

### **Removal** (Emergency removal from school pending parent meeting)

If students break the rules and causes danger or threat of danger to any person or property, the Head of School, or designee, will have them removed from the school without warning.

### **Corporal Punishment Policy**

No school employee or agent of the school shall cause corporal punishment to be inflicted upon a student to reform unacceptable conduct or as a penalty for unacceptable conduct. As used in this policy, the term "corporal punishment" means conduct involving hitting or spanking a person, with or without an object, or unreasonable physical force that causes bodily harm or substantial emotional harm. EXCEPTION: School employees may use reasonable force to restrain a student when necessary to prevent the child from injuring himself/herself, others, or property or to prevent bodily harm or death to another.

### **Searches**

The following section delineates The School's policy relative to searches. Within the context of this section "personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation; a report from a student, parent, or staff member; a student's suspicious behavior; a student's age and past history or record of conduct, both in and out of the school context; or other reliable sources of information.

### **Desks and lockers**

School desks and lockers are the property of YAE. Inspection of the interior of desks and lockers may be conducted by school officials for any reason, at any time, without notice, without student consent, and without a search warrant.

### **Personal Possessions and a Student's Person**

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will disclose a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### **Random Searches**

All school property, students, and personal possessions of students are subject to a random search at any time. Random searches may be conducted at the discretion of the Principal. The search will be reasonable in its scope and intrusiveness.

# **Anti-Harassment, Intimidation, and Bullying Policy<sup>1</sup>©**

The following policy must appear in any student handbook, and in any publications that set forth the comprehensive rules, procedures and standards for the School and students. Information regarding this policy must be incorporated into employee training materials. Annually, the School shall send a written statement describing the policy and the consequences for violating the policy to each student's custodial parent or guardian, either electronically or with report cards.

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

"Harassment, intimidation, or bullying" means either of the following: (1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or (2) violence within a dating relationship. The definition of "harassment, intimidation or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying".

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion.

---

<sup>1</sup>  
© 1999 Amy J. Borman

## **Sexual and Other Forms of Harassment<sup>2</sup>©**

Students have the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with the learning atmosphere or creating an intimidating, hostile, discriminatory, or offensive learning environment, or which disrupts the educational process or impedes the legitimate pedagogical concerns of the School, is strictly prohibited.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, ethnicity, disability, and/or other legally protected category.

The harassment by a student of a staff member or fellow student is strictly forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline.

The harassment of a student or a staff member should be reported immediately by the student or staff member to any teacher or to the Head of School or his/her designee. Any person who receives such a report shall immediately advise the Head of School or his/her designee or a Board member, who will investigate and take appropriate action in accordance with Board directives.

## **Gang Activity Policy<sup>3</sup>©**

The Board believes gangs or gang activity create an atmosphere that seriously disrupts the educational process.

Students are prohibited from engaging in gang activities while at School, on School property, or at School-sponsored events.

As used herein the term “gang” means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity.

The term “gang activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any 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 include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

---

<sup>2</sup>  
©© 1999 Amy J. Borman

<sup>3</sup>

# Parent Involvement and Communications

---

## Volunteering

Parents are encouraged to participate in School-related activities, including those pertaining to curriculum and instruction, such as assisting with workshop groups and storytelling. Volunteers may also be involved in student drop-off and pick-up, and assisting with School events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. A log of volunteer hours is kept in the school office.

## Parent Teacher Organization

The **Youngstown Academy of Excellence** Parent Teacher Partnership (PTP) was founded by a group of parents dedicated to supporting student learning and the overall success of the school. The PTP provides School leaders with ongoing input on the operation of the school and serves as a vital link between the school and you—its customers. All parents are encouraged to join the PTP. For more information, contact the school office at **330-746-3970**

## Parent Conferences

Formal parent/teacher conferences are scheduled three times a year to facilitate open communication between parents and teachers regarding students' progress. Letters will be sent home two weeks prior to the conference week.

## Progress Reports and Report Cards

Progress reports and report cards will be sent to parents two times during the quarter to provide specific information about student progress in each subject. At the end of each quarter, parents will receive report cards with cumulative data on their children's performance and progress.

## Textbooks and Supplies

**Youngstown Academy of Excellence** supplies Chromebooks, books, and instructional materials that remain school property. Parents will be required to reimburse the school for lost or damaged Chromebooks and books, before new books are issued. Students are asked to bring some of their own supplies.

## Attendance Policy

---

Students at Youngstown Academy of Excellence must attend school in order to learn! They must come to school daily, and they must be on time. **State law is clear: No parent, guardian, or person having care of a child of school age shall violate any provision of those laws which govern school attendance.**

Please refer to **Section 3321.28** of the Ohio Revised Code, **Failure to Send**, and the Revised Code of Senate Bill 181 if there are any questions concerning the laws on attendance.

## Excused Absences

The following are examples of valid reasons for non-attendance and apply only to the students who are enrolled and have been in attendance:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Medical & Dental appointment
- A family emergency or set of circumstances which, in the judgment of the Principal, constitutes a good and sufficient cause for absence in school.

**Any time your child is absent, you must call the school the morning of the absence and report the reason your child will not be in school. The number to the school is 330-746-3970**

When a student is absent, documentation/verification must be provided. A note signed by a parent or guardian must be sent with the student upon his/her return to school and the Principal must approve the absence in order for the absence to be considered excused. **A student absent for three (3) consecutive days will require a physician's statement as to the nature of the child's illness.**

### **Unexcused Absences**

Absences not recognized by the law or approved by the principal will be considered unexcused. After the third unexcused absence, a letter can be sent by certified mail to inform parents/guardians of their child's status. If the school's efforts do not lead to a correction of the situation, at the fifth unexcused absence, another letter can be sent home and the school will contact the parents/guardians regarding the absences. At the eighth unexcused absence, a referral can be sent to the appropriate authorities so legal action can be initiated.

**\*Any student who accumulates 15 unexcused absences at any point in the school year can automatically be retained.**

### **Tardies**

Students are expected to be punctual and respectful of other people's time. Tardiness not only impacts the beginning of the child's day, but it is also disruptive to the class and infringes upon the rights of others. Habitual tardiness is not permitted. After the third tardy, a letter can be sent home to parents to inform them of their child's status. At the sixth tardy, another letter can be sent home to parents and the school will contact parents/guardians regarding the tardies.

**\*\*Please note that three tardies are equivalent to one unexcused absence.**

## **Technology and Internet Acceptable Use**

---

**The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.**

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, tablets, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

**Failure to adhere to this policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.**

Unacceptable uses of Technology/Internet include but are not limited to:

1. Violating the conditions of federal and Ohio law dealing with students and employees' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude into other people's files; using other users' e-mail addresses and passwords.
2. Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.
3. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials, accessing materials in violation of the Student Code of Conduct. Do not view, send or access materials that you would not want your instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to their instructors immediately.
4. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
5. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.
6. Damaging Technology devices, computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
7. Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods of services for personal use, and includes, but is not limited to, the following:
  - i. any activity that requires an exchange of money and/or credit card numbers;
  - ii. any activity that requires entry into an area of service for which the School will be charged a fee;
  - iii. any purchase or sale of any kind; and
  - iv. any use for product advertisement or political lobbying.
8. Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law and the Student Code of Conduct.

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. The School monitors the online activities of students.

Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct or the law may result in severe penalties, up to and including expulsion.

The School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

The School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. The School will also educate students on cyberbullying awareness and response.

# COMPACT

## MUST BE RETURNED

The success of Youngstown Academy of Excellence depends on the support of each member of the school community. Working together, faculty and staff, parents, and students can promote academic achievement and good character, and ensure the success of students at the school and throughout life. On behalf of the administration, management, faculty, and staff of the Youngstown Academy of Excellence, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Student Handbook.

The Youngstown Academy of Excellence is dedicated to ensuring that communication between the school and parents is continual, on-going, and uniform.

Your signature in the appropriate space below will indicate your commitment to helping fulfill the school's primary mission—rigorous academic learning.

As the parent of \_\_\_\_\_, I pledge:

- to maintain high expectations for my child and the school
- to demonstrate consistent interest in my child's progress at school
- to support my child's best efforts
- to ensure my child attends school every day
- to support and work with school staff to promote my child's learning

I have read the Student Handbook and support the rules and expectations outlined herein.

Parent's Printed Name: \_\_\_\_\_

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

As a student at Youngstown Academy of Excellence, I pledge:

-to always follow the rules and to try my best in everything I do. I will respect the expectations that have been set for me.

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

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