

**Y  
C  
S**

**Youngstown  
Community  
School**

**Family Handbook  
and  
Student Code of Conduct  
2023-2024**

50 Essex Street, Youngstown, Ohio 44502  
Phone (330) 746-2240 • Fax (330) 746-6618

# Family Handbook And Student Code of Conduct

## Table of Contents

<b>MISSION STATEMENT</b> .....	1
<b>EDUCATIONAL PHILOSOPHY</b> .....	1
<b>OHIO COMMUNITY SCHOOL</b> .....	1
<b>ADMINISTRATIVE PROCEDURES</b> .....	2-4
Admission Policy and Residency .....	2
Application Procedures .....	2
Selection Process .....	2
Registration .....	2
Required Immunizations .....	2
Re-registration .....	2
Change of Information .....	3
Custodial Situations .....	3-4
Non-Discrimination Policy .....	4
Withdrawal Procedures .....	4
<b>TITLE I (NEW)</b> .....	5
Parents Right to Know .....	5
Information on Assessments .....	5
<b>ROLE OF PARENTS</b> .....	5-6
Statement of Parental Support .....	5
Procedure for Setting up a Meeting Concerning a Student .....	6
Volunteer Parent Program .....	6
<b>SCHOOL POLICIES</b> .....	6-12
Parent/Student Contract .....	6
School Hours .....	6-7
Office Hours .....	7
Late Pick Up .....	7
Teacher Conferences .....	7
Absence .....	7
Excessive Absence .....	7-8
Tardiness .....	8
Early Excusals .....	8
Definition of Truancy and Excessive Absences .....	8-9
Tobacco-free environment .....	9
Weather Closing Procedure .....	9
Field Trips .....	9
Communications with Parents .....	9
Family Vacations .....	10
Treats .....	10
Party Invitations .....	10
Returned Checks and Field Trip Payments .....	10
Items to School .....	10
Gangs .....	10
Jurisdiction .....	10
Sexual Harassment .....	11
Sexual Violence .....	11
Weapons .....	11-12
Search of School or Personal Property .....	12
<b>HEALTH PROCEDURES</b> .....	12-14
Communicable Diseases .....	12
Medication .....	12-13
AIDS Policy Regarding Students .....	13
Chemical Use / Abuse .....	14
<b>INSTRUCTIONAL PROGRAM</b> .....	14-16

Courses of Study .....	14
Curriculum .....	14
Homework .....	14-15
Physical Education .....	15
Textbooks.....	15
Evaluating Student Achievement .....	15
Report Cards.....	15
Grading Scale.....	15-16
Honor Roll .....	16
Progress Reports .....	16
Standardized Testing.....	16
Parent Conferences.....	16
Retention.....	16
<b>SPECIAL EDUCATION SERVICES .....</b>	<b>17-18</b>
Special Education .....	17
Intervention Specialist .....	17
Speech and Language Therapy.....	17
SIT .....	17
504.....	17
Psychological Testing & Counseling .....	17
<b>SPECIAL SERVICES.....</b>	<b>18</b>
Nursing Services.....	18
School Counseling.....	18
<b>STUDENT MEALS.....</b>	<b>18-19</b>
Meals.....	18
Milk.....	19
<b>TRANSPORTATION / SAFETY .....</b>	<b>19-20d</b>
Busing .....	19
Field Trip Transportation .....	19
Traffic Pattern.....	19
Morning.....	19
Afternoon Dismissal .....	20
Walkers.....	20
Student Responsibility for Safe Conduct.....	20
Youngstown City Schools Transportation Code of Conduct.....	20a-b
Youngstown City Schools Bus Contract.....	20c-d

**DRESS CODE (PINK sheets)**

**CODE OF CONDUCT (YELLOW sheets)**

**BULLYING, HARASSMENT POLICIES (BLUE sheets)**

## MISSION STATEMENT

Established in 1998, YCS provides an active and nurturing learning community that helps students become socially and academically successful. We provide educational experiences to meet the needs of each child through small class settings.

You Can Succeed! YCS will motivate, educate, empower and inspire students to reach their full potential.

## EDUCATIONAL PHILOSOPHY

### Underlying assumptions about teaching and learning.

Youngstown Community School believes that each student is good, that each student can and will learn the academics necessary to become a good citizen, that each student will incorporate Values into every day living. Youngstown Community School also believes in its parents who trust the administration and staff and have seen for themselves that their child is in a safe, loving and happy environment with lots of learning. Youngstown Community School believes its teachers are here to teach, to instill good attitudes and most of all to really care about each child. Its ratio of teacher to students is no more than 1:15 in each kindergarten and 1:20 in grades 1 thru 8.

Youngstown Community School is committed to provide an educational environment where the atmosphere created is one of care, concern and acceptance of all. It seeks to develop the full potential of each child: physically, intellectually, socially, culturally, emotionally and attitudinally.

In keeping with our philosophy, Youngstown Community School directs its activities and teaching toward high but attainable goals. Each teacher is expected to be involved in teaching the instructional program throughout the entire day.

## OHIO COMMUNITY SCHOOL

Youngstown Community School 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 the State AIR tests and other examinations/tests 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 administration or the Ohio Department of Education.

## **ADMINISTRATIVE PROCEDURES**

### **Admission Policy and Residency**

Admission to this school shall be open to any child eligible for kindergarten (five by Sept. 30) through grade 8. The student may **live in any surrounding county** and space must be available in each grade level.

### **Application Procedures**

Applications will be taken during the last full week of February of each school year. Preference shall be given to students attending the school the previous year and is given to siblings of such students providing space is available.

### **Selection Process**

Families will be contacted from those who have applied. Should the number of applicants exceed the enrollment allotment at each grade level, a lottery will be held for each grade level from all those submitting applications. The criteria for kindergarten is that the child be five years old by September 30 of the year he/she is to be admitted to kindergarten. Criteria for First Grade holds according to Ohio State Law that students who are six years old by September 30 and who have completed kindergarten in a developmentally appropriate program or who have received an approved waiver qualify for the first grade. Youngstown Community School begins with kindergarten and goes through grade 8. It is assumed that the majority of students will move into the next grade. Should the maximum number of students be lacking, then admission will come from the waiting list. Preference also may be given to students who are the children of full-time staff members employed by the school, provided the total number of students receiving this preference is less than 5% of the school's total enrollment.

### **Registration**

Formal letters are sent regarding information needed plus date and times. At the time of registration, the following is necessary:

- Copies of birth certificate, immunization record, parent ID, proof of residency (2 forms are needed - lease agreement/deed, water bill, utility payment, etc.)
- Previous school records, including I.E.P.'s for all students entering school, latest report card.
- Proof of custody, if applicable

### **Required Immunizations Include:**

Five(5) DPT; Four(4) Polio; two (2) Measels,Mumps and (both given after 15 months old); Three (3) hepatitis B; two (2) Varicella, 7<sup>th</sup> graders – Dtap booster and meningitis.

### **Re-Registration**

Families whose children already attend YCS will be required to return paperwork stating if they will be returning the following school year. This paperwork will take place during the month of April.

### **Change of Information**

It is the parents' responsibility to inform the school office immediately in the event of changes to a student-family's information. This includes but is not limited to: name, address, telephone, custodial update, emergency numbers.

### **Custodial-Parent Situations**

**Residential and non-residential parent information is to be included in the child's permanent record. This information is to be updated annually. It is the residential parent's responsibility to submit this information and any related court documents in order to keep the school informed of any subsequent changes. In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. YCS personnel will, therefore, send home notices and communications with the child.**

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has custody of the child. It is assumed that this information is shared by and between the parents.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial right to access the records, the non-custodial parent has a right to the same access as the custodial parent. YCS will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" includes official transcripts, report cards, health records, IEP's, scores from diagnostic tests and AIR tests, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

**Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of his/her child, which includes activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.**

In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the principal, assistant principal, and or teacher subject to the approval of both parents, and may further be reviewed by YCS legal counsel. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. Visitation by **any parent** (custodial, non-custodial) **requires calling the school and making an appointment.**

If there are any questions concerning this statement of procedures or circumstances that you feel necessitate other arrangements, please contact the principal personally.

**\*For the safety of our staff and students, NO visitor may enter the building with a video recorder or other recording devices.**

### **Non-Discrimination Policy**

Youngstown Community School does not discriminate in the admission of students. It is an equal opportunity educational institution which does not discriminate against any individual on the basis of race, color, creed, religion, age, sex, disability or national origin. Upon admission of a handicapped student, the community school will comply with all federal and state laws regarding the education of handicapped students. At times this may necessitate placing a student in a special education program outside YCS or enrolling the child in home schooling.

### **Withdrawal Procedures**

When a student transfers to another school, a duplicate of the permanent record card is to be made (copy) and mailed to the school which the student is attending when the new school requests it. Parents complete a record release form before these records are sent. This allows for personal data, academic status, attendance/tardiness records, standardized test scores, state testing and health records to accompany the child. Should a parent not complete a release form then the school upon written request from the new school will forward the permanent file (includes all records), health records, special education information including IEP and multi – factor evaluation. A psychological evaluation may not be given to a parent unless permission is given by the psychologist who administered the test.

## TITLE I

### **Parent's Right to Know**

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, and because we are a Title I School wide school, you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This request may be made to the office in writing at any time. Requested information regarding the professional qualifications of your child's classroom teachers include, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

### **Information on Assessments**

Parents may request policies regarding student participation in state mandated assessments as well as disseminating through public means information on each assessment required by the state.

## ROLE OF THE PARENTS

### **Statement of Parental Support**

The primary responsibility for the education of the child belongs to parents/guardians as well as the school. However, this responsibility is shared with the school as a matter of necessity. The greatest single factor in building a child's intellectual, cultural, social and moral attitude is the example families provide in their own home **and when they come to school for a conference or meeting.**

1. Support school policy and the authority of the administration and teachers.
2. Follow the policies and procedures stated in the Handbook, especially those regarding conduct, discipline, and uniforms.
3. Discuss difficulties with the persons concerned and avoid any criticism of teachers and school policy.



4. Ensure that your child follows the regulations and principles of good behavior, maintaining a good **Attitude**.
5. Insist your child comes to school everyday and ON Time. **Attendance** is expected to be 96% or higher for each student.
6. Encourage your child to complete all assignments, assisting only when requested and be willing to keep the lines of communication open between home and school. This will help to develop strong **Academics**.
7. Check your child's **Appearance**. All shirts and blouses are to be tucked in, must have collars and may have only top button open. Dress code is to be strictly followed regarding clothing, shoes, jewelry, hair, nails, earrings, make-up, etc. Boys are not to have excessive lines or designs shaved in their hair.

### **Procedure for Setting up a Meeting Concerning a Student**

1. Call for an appointment to speak with the teacher.
2. Discuss the problem calmly.
3. If not satisfied – call for an appointment with the Superintendent/Principal.
4. Discuss the problem calmly.
5. A meeting will be set-up between the parent, the teacher, Superintendent and/or Principal.
6. If necessary, a SIT (Student Intervention Team) meeting will be scheduled.

**If a parent/guardian becomes loud, belligerent, obscene or speaks foul language, while in the school building or on school property, he/she will be asked to leave all school property. Failure to comply will result in being escorted from school property. Should this behavior/language occur a second time, police may be called and a restraining order may be sought.**

### **Volunteer Parent Program**

There are many opportunities for parents to become involved in the activities at YCS. Parents are welcome to assist on the following committees:

- Classroom Learning Activities (Directed by teacher)
- Lunchroom and Playground Supervision (Directed by Admin. & teachers)
- Title 1 Parent Advisory Committee (Directed by Administration)
- School Leadership Team (Directed by Administration)

## **SCHOOL POLICIES**

### **\*Parent/Student Contract**

**All students and parents will be required to sign an annual Parent/Student Contract outlining expectations to remain part of the YCS family. Failure to sign the contract or failure to follow the contract, may result in permanent removal from YCS.**

### **School Hours**

The main school door is opened at 7:45 a.m. The tardy bell rings at 8:30 a.m. Dismissal for car riders and walkers is at 3:00 through the front doors. Bus riders are dismissed beginning at 3:10.

For security reasons, entrance to the school can **only be** through the main entrance at YCS. This door is always locked. For the protection of all, **anyone** other than a student entering the building **must** sign in and report directly to the office. Students coming late are to report to the office. Everyone entering the building must walk through the metal detector. **Each adult must sign-in with the security person.** This is for the safety of all. Cameras are placed in the school as well as the outside property.

### Office Hours

The School Office is open from 7:30 until 4:00 each school day. The school telephone is for business calls only. Necessary plans should be made with children before they leave home in the morning. Parents are **not** to call giving directions for a change in dismissal transportation. A message will be given to a child **only** in the case of an extreme emergency.

### Late Pick-up

All students must be picked up by 3:30.

### Teacher Conferences

Appointments to meet with teachers before/after school can be made by sending a note directly to the teacher. The date and time of the conference will be confirmed by the teacher. Phone messages for teachers or staff will be placed in their mailboxes. Teachers will return calls within 24 hours ordinarily. Should a teacher not reach parents, she will try a second time. Parents are asked to call a second time if communication has not occurred after 24 hours. No phone calls will be transferred to teachers during school hours.

### Absence

According to Ohio State Law, a child may be absent from school with the permission of a parent/guardian for the following reasons: personal illness, illness in the family (when a child's help is urgently needed), death of a relative, quarantine, observance of religious holiday, and family emergency or set of circumstances which constitute good and just cause. Students are expected to maintain a 96% attendance record for the year.

When a student is absent, parents **must call** the office **before 9:30** to give the reason for and approximate length of the absence. If a call is not received by 9:30, the school will attempt to contact the parent and keep a written record of the telephone calls. The parents **must also send a note** to the teacher giving the dates and reason for absence when the student returns to school.

**Homework requests** for an absent child must be made **by 9:30**. Work may be sent home with a relative, friend, or picked up at the school office but **not before 3:00**. If homework is not requested by 9:30 on the day a child is absent it will not be available until the following day. Absences are either excused or unexcused.

### Excessive Absence

Students are expected to have regular attendance except in circumstances where absence is permitted as enumerated above. Unnecessary absence should be avoided. Therefore, doctor or dentist appointments and vacations should be planned for after school hours or on days when school is not in session. Parents are advised to consult the school calendar, which indicates vacation periods and free days.

Regular attendance is a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school. Should repeated absence occur (even for one of the reasons above) written notification will be sent to the parent.

Any early dismissal of a student will be counted towards absence hours.

### **Tardiness**

Parents are expected to cultivate the habit of punctuality and responsibility in their children since tardiness interferes with the child's progress in school and disrupts the classroom teaching. Students who arrive in the building after 9:00 a.m. are **tardy** and **must report** directly to the office with a parent or guardian to be given a tardy slip. **Any tardy at 10:00 a.m. or later will be counted as a ½ day absence.** Security person directs all students directly to the office once the 9:00 bell has rung.

### **Early Excusals**

Medical and dental appointments should be arranged for after school hours or during vacation periods. If a child must leave school during the school day, a note must be sent to the school office. The note must be **signed, dated** and include all the necessary information. Students will come to and remain in the office until his/her parent comes in to sign him/her out. Upon the student's return a note from the doctor or dentist must be presented to the office. **An absence of more than three hours during the school day will be counted as ½ day absence.** Absences of less than 3 hours in the afternoon will be counted towards absence hours.

Anyone taking the student from school during the day **must report** to the office to sign the student out when the student leaves and then **again** when the student returns. If the person is not the parent or guardian, specific written permission from the parent/guardian is required before the child may be released to another person.

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES**

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one school month without a legitimate excuse;
  - c. Absent 72 or more hours in one school year without a legitimate excuse.
2. Includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

### **When a student is excessively absent from school, the following will occur:**

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention;
3. The student and family may be referred to community resources.

### **When a student is habitually truant, the following will occur:**

1. Within seven days of the triggering absence, the district will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### **Tobacco-free Environment**

The YCS school building and grounds are tobacco free for everyone – administrators, maintenance, parents, secretaries, students, teachers, visitors, volunteers – at ALL TIMES. This includes no smoking on school property at any time.

### **Weather Closing Procedure**

When weather conditions make transportation extremely difficult and there is reasonable doubt as to whether school will be in session, please listen to the local tv/radio stations for school closing announcements. A One Call message will also be sent out to all parents/guardians by the Director. If Youngstown City schools close, then we will be closed. If they are open we will be open.

### **Field Trips**

Field trips are educational excursions, which are preplanned learning experiences, related to the curriculum of the specific grade level. Although field trips are a part of the educational experience, no student has a right to a field trip. Field trips are privileges and are earned. Students can be denied participation if they fail to meet academic or behavioral requirements. Ordinarily bus transportation will be provided for field trips. Signed parental permission forms are required before a child will be permitted to participate in a field trip. There is always a fee for busing and ordinarily a small fee for field trips. **Should a child not be eligible for a field trip, parents will be notified by the classroom teacher 2 days in advance. If a student is serving an in-school suspension or out of school suspension on the day of the field trip, the student is automatically ineligible.**

### **Communications with Parents**

A monthly calendar of events, and menu for the month is sent home with each child. Field trip notices, fliers, etc. are sent with the children. Please assist in developing your child's responsibility by expecting this information to arrive in a timely manner. Be sure to have your child empty his/her backpack daily. As a parent, please check this DAILY.

### **Family Vacations**

Vacations taken during school time are discouraged. However, if vacations are taken, parents should give the Principal and homeroom teacher written notification of the child's impending absence. AFTER the vacation, the student should contact the teacher to get missed work. Students are responsible for the mastery of material presented during their absence. Work is to be completed within one week of the student's return unless other arrangements are made with the teacher.

### **Treats**

Treats are **NOT** to be brought to school for birthdays. Holiday treats for parties will be at each teacher's discretion. On these occasions, Youngstown Community School will provide a few goodies for the special day. Student birthday parties or celebrations are not held in school. Should parents wish to celebrate, it must be off school property.

### **Party Invitations**

Teachers will allow invitations to private parties to be given (orally or written) in school **only** if everyone in the class is receiving an invitation or if all the boys or all the girls are invited to a particular party. The school will not provide student addresses or telephone numbers. Teachers will not issue any class rosters.

### **Returned Checks and Field Trip Payments**

Should any check be returned to the school because of insufficient funds, **cash** will be required from that individual for the **remainder** of the **school year**. No checks are accepted as payment for any field trip. All student excursions are **CASH** only.

### **Items to School**

Students are **not permitted** to bring electronic devices without a teacher request to do so for a particular reason. **These items are not permitted on the school bus.**

### **Gangs**

YOUTH GANGS AND GANG-RELATED ACTIVITIES ARE PROHIBITED. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others.

### **Jurisdiction**

Realizing that gang activity is a community concern, communication will be maintained with the police department and public school officials on all matters related to gang activity within this community. Involvement and jurisdiction of school authorities in gang related incidents occurring outside the school or off school property will be determined in cooperation with legal authorities and the police, and will take into consideration the nature of the incident, the safety of the student, the effect of the incident on other students, and the good order and functioning of the school.

## **Sexual Harassment**

For the purpose of this policy, sexual harassment includes the following specific instances: sexting, e-mailing, posting explicit language, pictures via cameras, computers, all technology, verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school or on the school grounds or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds, continuing and unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors/innuendoes; obscene T-shirts, hats, or buttons; touching oneself sexually in front of others; obscene and/or sexually explicit gesture; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment. Isolated, trivial incidents are not sufficient to constitute harassment and will be handled according to the student behavior code. This applies to all students, K – 8.

## **Sexual Violence**

Sexual violence is handled separately because of its potentially criminal nature. If an incident of sexual violence occurs, the principal, or other school authority is required under state law to report the incident (O.R.C. 2152.421). Children's Services and the police will be contacted immediately if there is any "reason to believe" (O.R.C. 2152.421) that sexual abuse or violence has occurred involving a child less than eighteen years of age.

Generally sexual harassment should be construed as sexual violence when: the recipient is physically touched without his/her consent in a sexual manner; is expressly threatened or perceives a threat of physical harm for purposes of the offender's sexual gratification; or is the victim of sex offenses under Ohio law. In these cases, Children's Services and the police will be contacted.

## **Weapons**

In furtherance of the overall philosophy, goals and objectives of the educational experience, YCS expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school-sponsored activities. This policy shall apply to all students, teachers, administrators, and other personnel in the school, including parents and all visitors.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, or explosive or incendiary device. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (O.R.C 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy may warrant notification of the police, will result in immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal will be informed. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and must cooperate with the disciplinary process. At this time the Board President and Executive Director will be informed and the police may also be contacted.

Disciplinary action will include immediate in- or out-of-school suspension, pending investigation and resolution. If the student's infraction does not warrant immediate dismissal, then the parents will be required to sign probation contract that includes all conditions of the student's retention at the school. Possible terms of this probation agreement may include professional counseling, participation in a community program addressing youth violence, suspension from extracurricular activities, and any other conditions deemed appropriate by the administration of the school after consultation with the Board President and Executive Director.

### **Search of School or Personal Property**

Administrative school officials and security personnel will at any time search student desks, book bags, coat pockets, etc. if it is suspected that a student is using the desk, book bag, coat pocket, etc. to store and/or conceal illegal substances, stolen property, weapons or other items related to a violation of school rules.

## **HEALTH PROCEDURES**

### **Communicable Diseases**

Parents are asked to notify the school if their child has a contagious disease. This includes strep throat, pink eye, chicken pox, head lice, and ringworm.

- **Head lice**, the prescribed shampoo must be used. All nits must be removed and the school nurse before entry back into school must check the student.
- **Pink eye**, the student must be on antibiotic eye drops for 24 hours and have no discharge upon return.
- **Ringworm**, the child must be under treatment with a physician and verification is to be given to the school office.
- **Chicken pox**, all lesions must have a dry crust and must be checked before by the school nurse upon return.
- **Positive strep** he/she must be on an appropriate antibiotic for 24 hours and have a normal temperature before returning to school. If a child has a throat culture one day, he/she should be kept home the following day until the results are known.
- When a child has been home with an illness the child should not return to school until he/she is free of symptoms and his/her temperature has been normal for at least 24 hours. Communicable diseases are not limited to the above.

### **Medication**

1. Written requests must be presented from both the doctor (prescription) and parent (nonprescription). All medications are stored in a locked area in the nurse's room.
2. The parent must complete the Authorization to Administer Medication form, which includes information about the particular health problem, the medication to be given, the dosage, and the time to be given, along with any possible side effects.

3. The parent, guardian, or other responsible **adult must deliver** the prescription medication to the school. Students are not to have any type of medication in their possession at any time. Unused medication will be returned only to a parent, guardian, or other responsible adult.
4. All medication must be presented in a properly and clearly labeled container and given to the office/clinic personnel for proper administration.
5. Non-prescription (over-the-counter) medications will not be administered at school without a signed authorization from the child's parent and physician stating that such medication should be given on a regular basis. This includes cough syrup, cough drops, Tylenol, etc. Non-prescription medications will be given to the school nurse or her designee who will administer all medication to students. Students may not retain any medication in their possession including all over the counter.
6. Parents must supply puffers, epi-pens, insulin, etc. should their child require any of these.

### **AIDS Policy Regarding Students**

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades K through 6 shall be permitted to attend school or education programs in regular classroom settings provided:

1. The health of a child, as documented by his/her physician, allows participation in regular academic school activities.
2. The child behaves acceptably in a manner that would not cause spread of the disease or in any way put others at risk.
3. The child does not have open sores, skin eruptions, or any other condition, which prevents his/her control of bodily secretions.
4. There are periodic evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

The principal will confer with the appropriate persons and consult with the Board before a final decision on each case is made. Parents and guardians have the obligation to report to the school administration when any child has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus that causes AIDS, also known as HLTVIII or LAV).

In order to protect confidentiality, when a child with AIDS is admitted to school, personnel who are aware of the child's condition should be kept to a minimum in order to assure proper anonymity of the child.

Based on the condition of the child and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the child's participation in school activities.

A student with AIDS who is excluded from school shall be provided with an alternative means of instruction.



## **Chemical Use / Abuse**

Parents will be notified immediately if a student is found to have or be under the influence of tobacco, alcohol or drugs, or to have drug paraphernalia in his/her possession on school property, on the bus or during off-campus activities sponsored by the school. A mandatory conference with parent/s will be arranged before the student returns to school along with three days suspension.

Intervention by trained professionals may be required as a condition for the student to remain at YCS. Lack of cooperation by either the student or parents in this matter will result in the student's suspension or expulsion. If a student gives evidence of signs of chemical dependency, the principal and teachers will contact parents, and an appropriate course of action will be decided upon. Parents who are aware of similar problems with a student are to inform the school so that together all involved can assist the student in overcoming this dependency.

## **INSTRUCTIONAL PROGRAM**

### **Courses of Study**

Courses of Study for all subjects taught at Youngstown Community School are in accordance with the directives of the Department of Education, State of Ohio, with emphasis on the Common Core Standards. These are on file in the school office.

### **Curriculum**

The students in Kindergarten through Grade 8 receive instruction in Integrated Language Arts, Math, Science, Social Studies, Computer, Art, Music, Physical Education, and Social Skills.

### **Homework**

A reasonable amount of homework is given daily, over weekends and over vacation periods. The assignment will be an outgrowth of class work to supplement learning; to review independently what was taught in class, or to provide opportunity to use research skills.

Time allotments for homework depend on the type of assignments and on the age and grade level of the student. The time and length of assignments vary, as the child grows older and more skilled. No definite time limit can be determined for all, since children work at different rates of speed.

#### **Approximate time for homework**

**K-1: 15 minutes**

**Grade 2: 1/2 hour**

**Grade 3: 45 minutes**

**Grades 4-5-6-7-8: one hour.**

- Parents should provide the time and place for the homework,
- Student should learn to assume the responsibility for his/her work as early as possible.
- Parents may give appropriate assistance but the work should reflect the students' understanding.

- Parents are expected to provide supplies at home to enable students to complete homework.
- Neglect of assignments is reflected in the student's grades. A student may be required to complete missing work during lunchtime or at home the following evening which additional time beyond the ordinary allotment.

### Physical Education

All students are required to participate in Physical Education classes weekly. Students will be excused from gym class **only if** they have a written doctor's request.

### Textbooks

The principal and teacher committees select the textbooks, from the list prepared by the State Department of Education, and are approved by the Board. Most textbooks may be taken home to do assignments, except readers. All books are loaned to the students for their use. Therefore, students must take proper care of them. This means they may not fold pages, turn down corners, write in or on them, or destroy books in any way. At the end of the year, the books must be returned in good condition. **If they are lost or damaged in any way, justice demands that the value of those books be paid to the school. This includes consumable books, eg. Workbooks, which the student keeps.**

### Evaluating Student Achievement

Student achievement is monitored based on objectives stated in the YCS Course of Study and the Common Core Standards. They are incorporated into the teacher's plan for daily instruction. Procedures for evaluating student achievement include the following: teacher's observation of student responses, directed activities, quizzes, tests, participation in discussions, experiments, projects, oral and written reports, assignments and written classwork as well as other appropriate means to measure achievement in the particular subject on a given grade level. Scores from the STAR Tests and other State tests also indicate students' performance levels.

### Report Cards

Students in all grade levels receive a report card at the end of each quarter. Report cards will be given at the fall & winter parent conferences. Students will take them home after the 3<sup>rd</sup> & 4<sup>th</sup> quarters. Report cards provide parents with tangible evidence of their child's growth and development and promote mutual understanding and helpfulness between home and school. The grading scale for YCS includes but is not limited to the following areas: daily work, class participation, test scores, and homework.

### Grading Scale Grades 1-8:

- A = 90-100%**
- B = 80-89%**
- C = 70-79%**
- D = 60-69%**
- F = 0-59%**

**Grade K** - receives O, S, P, N, U in all subjects, skills, & conduct.

### **Honor Roll**

Students in grades 1 – 8 can achieve Honor status according to their appropriate grading scales.

### **Progress Reports**

Progress Reports are mailed mid-quarter for students in grades K– 8. These reports are issued to alert parents to the child’s progress as well as suggest ways that parents may assist the student at home. Areas of difficulty, as well as satisfactory progress, are noted. Teachers in all grades communicate regularly with parents through packets of papers sent home weekly and Class DOJO. Attendance and tardiness are also included on the Progress Report.

### **Standardized Testing**

Students participate in the following standardized testing program at YCS:

1. Kindergarten – 8<sup>th</sup> grade – Acadience Testing (at least 3 times a year)
2. Grades K – 8 will take Ohio State mandated tests according to the time given by the Ohio Department of Education. These tests may be diagnostic (K-3), Kindergarten Readiness Assessment (KRA-R), and AIR (3-8).

### **Parent Conferences**

Two scheduled parent conference sessions are held during the school year to promote a greater understanding of the needs and growth patterns of the student, as well as strengthen home-school communications. Parent conferences are held at the end of the first and second academic quarters, usually early November and in early February. Report cards for the first & second quarter are given to parents at these two conferences.

### **Retention**

The teacher, Principal, and parents consider retention in individual cases after thorough discussion. Parents will be notified in due time if a student is being considered for retention. Retention may be considered for the following reasons:

1. Inability of Kindergarten students to acquire necessary skills for successful learning in Grade 1.
2. Failure to master fundamental skills of reading in Grade 1.
3. Failure in two or more major subject areas
4. Insufficient reading skills to meet the requirements of the **Third Grade Reading Guarantee**.

## **SPECIAL EDUCATION SERVICES**

### **Special Education**

The Youngstown Community School District provides special education services to students identified with disabilities through the multi-factored evaluation process. If a disability is identified, the child can begin receiving the appropriate special education and related services through an Individual Education Plan (IEP). The IEP is developed with classroom teachers, intervention specialist and parent input. Parents are encouraged to be an active participant in the process.

### **Intervention Specialist**

Youngstown Community employs two full time intervention specialists that work with students that have been identified as a student with a disability. Students are provided with special education services in the least restrictive environment (LRE). LRE refers to the setting where a child with a disability can receive an appropriate education designed to meet his or her educational needs, alongside peers without disabilities to the maximum extent appropriate. Youngstown Community School believes in the inclusion of students with disabilities in the general education classroom to the maximum extent possible. There will be times when students with disabilities will need intensive instruction and will be provided instruction in a resource room to target their needs.

### **Speech and Language Therapy**

At Youngstown Community School all kindergarten will be screened for possible speech deficiencies. Students that display speech delays will be referred to the Intervention Assistance Team.

### **Student Intervention Team (SIT)**

The Student Intervention Team (SIT) is a building team designed to support students, parents, and teachers. The team consists of school personnel including administrators, teachers, and counselors who will work together to identify possible interventions to help your child experience greater success in school.

The team will determine what information is needed for the assessment process based upon student needs and state and federal guidelines. At this point parents are provided with information regarding their procedural safeguards related to special education. No testing will occur without parental consent. Not all special education assessments result in special education identification. A child may be found to not have a disability after the assessment process. The information obtained during the assessment process may allow for the team to develop additional interventions to support your child's needs.

### **Section 504**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

### **Psychological Testing & Counseling**

A school psychologist is available for individual testing and some counseling. The special education coordinator may arrange small group and/or individual counseling.

## **SPECIAL SERVICES**

### **Nursing Services**

A school nurse is available daily for medical services to the students as well as medical screening determined by the school.

The following procedures are performed during the school year at different grade levels

- Vision screening
- Body Mass Index (BMI)
- Foot Exams
- Hearing screening
- Scoliosis
- Dental Sealant
- Dental Exam

### **School Counseling**

Youngstown Community School partners with Youth Intensive Services based out of Youngstown, OH. YIS identifies key areas of need for youth and families in an effort to boost a child's progression, grow social skills through activities and provide guidance. Kids who have mental health problems struggle in school because of their mental health issues. YIS has initiated positive, school-based programs that involve full-time counselors in our school building for the duration of the school day. They increase the student's self-esteem and work through whatever issues or concerns they have in a way that enables them to function better in school. YIS believes positive, school-based interventions improve self-esteem and leads to better performance socially and academically.

YIS provides services for behavioral intervention and mental health, which are delivered in the school on an "as needed" basis. These programs include, but are not limited to:

- Positive intervention inside and outside the classroom
- Positive reinforcement
- Check-ins
- Social skills groups
- Quarterly family nights
- Camps during the summer and over extended breaks

## **STUDENT MEALS**

### **Meals**

All students will receive free breakfast and free lunch. Students eat meals in the cafeteria. No one will be permitted to leave school property during breakfast or lunchtime. Students may carry a packed breakfast or lunch.

## Milk

YCS serves 1% white milk or FF chocolate milk for breakfast. Either 1% white or FF chocolate will be provided for lunch. Should a child choose to pack a lunch, milk will be provided. Orange/apple juice is available **only** for students who have a **written request from their doctor** indicating they can not drink milk. A **new request** must be submitted annually. Notes from parents are not sufficient – must be a physician.

## TRANSPORTATION / SAFETY

### Busing

YCS children are transported under the provisions of the Ohio Fair Bus Law. The law provides that elementary school pupils who live more than one mile from the school they attend must be transported to that school by the public school district in which they live. Children residing closer than one mile may not be transported. Only children eligible for bus service are permitted to ride the bus. Eligibility is determined through YOUNGSTOWN CITY SCHOOLS. Although a parent may request (by writing a note to the bus driver and/or by calling the public school transportation office) that a child ride the bus with a friend, it is permitted only if seating is available and must be approved by the Youngstown City Schools bus office. YCS cannot give permission. Youngstown City School district notifies parents of routes and schedules in August. Regulations regarding behavior on the bus are sent home during the first week of school. **These Regulations are issued by the Youngstown City Schools and are expected to be enforced. It is a privilege to ride the bus and is earned through proper and respectful behavior.**

### Field Trip Transportation

Public school buses will be used to transport students on field trips. All bus rules apply.

### Traffic Pattern – Buses, Car Riders, Walkers

#### Morning

**Buses use Essex St. – right lane only. Car riders are to be dropped off on Essex St. – left lane only** and enter the building at the YCS entrance. Students are not permitted to **enter the building until 7:45 a.m.**

**Cars are not permitted to drive inside the fence. This is to maintain safety for everyone. This is enforced regardless of weather (rain, snow, ice)**

### **Afternoon Dismissal**

**Buses use Henry St. (in the back of the school). Cars park on Essex Street – right or left lane or in the lot across the street.** Children will be **escorted by the teachers** to the pick-up area. No one can come into the school to pick up their children before 3:00 p.m. They will be dismissed with teachers at 3:00 to the parking lot. Children are to **WALK** to their cars, or remain inside the fence to wait for their ride. All **drivers** are asked to be **very, very careful** and to **please drive 20 mph or less** on Essex Street. **CARS ARE NOT TO ENTER INSIDE THE FENCE.** This is for the safety of everyone.

**\*PLEASE DO NOT BLOCK THE GATES/FIRE LANE AT ANY TIME.**

### **Walkers**

Walkers are to cross at intersections **ONLY**. Walkers are expected to use safety precautions on the way home from school. Walkers are to use the sidewalks and avoid cutting through private property on their way home.

### **Order of Afternoon Dismissal**

Bus Riders 3:15

Car Riders/Walkers 3:00 p.m.

### **Student Responsibility for Safe Conduct**

Students are expected to cooperate with bus drivers and teachers on supervision. Students who choose not to cooperate will receive violations to be signed by parents. YCS personnel support and cooperate with all bus districts in the issuance of bus violations according to district policy. The principal/assistant principal may also impose additional consequences for misconduct and lack of safety procedures.

## **PRINCIPAL'S RIGHT TO AMEND**

THE PRINCIPAL, ADMINISTRATION AND/OR THE BOARD OF YCS RETAINS THE RIGHT TO AMEND THE FAMILY HANDBOOK, THE CODE OF CONDUCT, THE DRESS CODE FOR JUST CAUSE. THE BOARD OF YCS MAY ALSO ADJUST THE BULLYING POLICY IF NECESSARY. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

PARENTS ARE ASKED TO KEEP THIS BLUE COVERED FAMILY HANDBOOK IN A READILY ACCESSIBLE LOCATION. THE FOLLOWING IS ALSO INCLUDED:

Dress Code – PINK pages

Code of Conduct – YELLOW pages

Bullying Policy – BLUE pages, (INCLUDING HARASSMENT AND INTIMIDATION)

ADDENDUMS AND/OR CORRECTIONS WILL BE SENT HOME WHEN NECESSARY AND ASKED TO BE PLACED WITHIN THE HANDBOOK ITSELF.

ADDITIONAL COPIES OF THE HANDBOOK ARE AVAILABLE FOR \$3.00

# YOUNGSTOWN CITY SCHOOL DISTRICT

## Department of Transportation



20 West Wood Street

P.O. Box 550

Youngstown, OH 44501

330-744-5905 - Phone

330-744-8549 - Fax

### Ohio Pupil Transportation Regulations

Ohio Revised Code: 3301-83-08

and

### Transportation Student Code of Conduct

State Law requires that certain rules and regulations be enforced for students riding any school buses. Failure of the student to adhere to the rules will result in loss of riding privileges. In order to ride the bus, all students must arrive at the bus stop ten minutes before the bus is scheduled to arrive and each student must follow these rules.

For Levels 1 and 2, the lesser penalties may be assessed depending upon the facts and circumstances, but not a greater penalty than that listed shall normally be applied. Disciplinary actions may be imposed out of the sequence listed, if the record seems to warrant a more severe penalty.

#### LEVEL 1

- Pupils must go directly to an available or assigned seat
- Must observe classroom conduct while riding the school bus and obey the driver promptly and respectfully
- Must not use profane language or bad language of any kind.
- May carry on bus only objects that can be held on the student's lap.
- All students must give their correct name when requested by school bus driver
- Wait in a location clear of traffic and away from the curb yet not on private property

#### Disciplinary Action:

- 1<sup>st</sup> Offense: Driver will contact the parent
- 2<sup>nd</sup> Offense: Conduct Report will be submitted to the principal
- 3<sup>rd</sup> Offense: 1 – 3 days bus suspension
- 4<sup>th</sup> Offense: 3 – 5 days bus suspension
- 5<sup>th</sup> Offense: 7 – 10 days bus suspension
- With any bus suspension, parent must return to the school with student to sign them back on the bus to ride.

#### LEVEL 2

- Behavior at school bus stops must not threaten life, limb or property of any individual (i.e. intimidation/harassment/bullying/fighting).
- Must remain seated keeping aisles and exits clear (for safety).

**\*\*\*Because our students ride Youngstown City Buses this Transportation Code of Conduct applies to our children for daily transport and also field trips. Info on pages 20a, 20b, 20c, 20d.\*\*\***



- Must not throw or pass objects on, from, or into the bus (for safety).
- Must leave and board the bus at same bus stop location to which they have been assigned (for safety).
- Must not put head or arms out of the bus windows (for safety).
- Students riding the school bus must remain seated at all times (for safety).
- Must refrain from eating and drinking on the bus (may result in choking).

**Disciplinary Action:**

- 1<sup>st</sup> Offense: 1 – 3 days bus suspension
- 2<sup>nd</sup> Offense: 3 – 5 days bus suspension
- 3<sup>rd</sup> Offense: 7 – 10 days bus suspension
- 4<sup>th</sup> Offense: Expulsion from bus pending YCSO hearing
- With any bus suspension, parent must return to the school with student to sign them back on the bus to ride.

**LEVEL 3**

A student committing behavior classified as Level 3 may be subject to suspension from the school bus and subject to a recommendation for expulsion from the Youngstown City School bus. Students expelled from the Youngstown City School bus may be reinstated in accordance with Board of Education regulations.

- Must not use tobacco of any kind on the school bus
- Must not have alcohol or drugs in their possession
- Behavior at school bus stops must not threaten life, limb or property of any individual (i.e. assault/sexual misconduct/vandalism)

**Disciplinary Action:**

- Expulsion/immediate removal from the bus pending YCSO hearing



# Youngstown City School District

Transportation Department

20 West Wood Street - P.O. Box 550 - Youngstown, OH 44501

To: Youngstown City Schools/Community Schools/Parochial School Parent or Guardian

From: Transportation Committee

Date: 11/01/10

Re: **STUDENT AND PARENT/GUARDIAN BUS CONTRACT**

It is the Youngstown City School District's responsibility to transport our students safely to and from school. With that responsibility in mind, the District is committed to the following:

- Conduct quarterly bus meetings with students
- Respond to behavioral issues on the bus in a timely manner  
*(Bullying, harassment, and intimidation of any kind will not be tolerated)*
- Make every attempt to close schools by 5:45 a.m., in the event of inclement weather
- Contact parents/guardians to advise of any bus accident or major delay  
*(Students will not be permitted to leave the scene of an accident until a Police Report has been finalized, with the exception of children needing medical attention).*
- Use school incentives to promote positive bus behavior

The Youngstown City School District's Transportation Committee has developed a **Student and Parent/Guardian Bus Contract** for you and your child to read together, sign, and return to your child's teacher. An additional copy is included for the parent/guardian to keep as reference.

It is extremely important that we all understand the expected bus behavior for all students. This contract will give you the opportunity to discuss with your child what she/he needs to do to ensure a safe trip on our school buses. Even if your child is not transported on a regular basis to and from school by a bus, she/he may be attending field trips and will need to be aware of the expected bus behavior. Students will not be permitted to attend field trips if this form is not returned. This contract will be kept with your child's emergency contact information.

Please sign and return the attached **Student and Parent/Guardian Bus Contract** to your child's teacher, as soon as possible.

The Youngstown City School District is grateful for your active participation in keeping all students safe. Together, we can make a difference in our students' lives.

/rmm

Attachments

2010/11 - Transportation/Bus Contract - Student and Parent - Letter/rmm



## YOUNGSTOWN CITY SCHOOL DISTRICT STUDENT and PARENT/GUARDIAN BUS CONTRACT

### Parent's/Guardian's Copy

*(keep this copy)*

Youngstown City School District is committed and dedicated to ensuring that a safe, reliable bus ride is a key element of your child's education. The time your child spends before and after school is as crucial to your child's health and safety as the time during school. Our drivers are in-serviced yearly regarding safety, behavior management, and proper child care. To this end, this contract is designed to help you as parent(s) and or guardian(s) to become partners in this important process. Please read, and review with your child the following Bus Behavior Rules:

### PARENT/GUARDIAN RESPONSIBILITIES

- Watch the local news for notification of possible school closings.
- Make sure that my child gets to the bus stop 10 minutes before the scheduled time.
- Make sure that my child is properly dressed for the weather while at the stop (because certain weather conditions could cause the buses to run late).
- I will remind my child of the following school bus rules, which are mandated by the Ohio Revised Code 3301-83-08, and I will review these with my child on a regular basis:
  - stay out of the Danger Zone; this is 10 feet around the entire bus, to the front, back, and around the sides
  - obey the driver
  - remain in the assigned seat while the bus is moving
  - behave appropriately at the bus stop
  - stay off private property
  - no tampering with private mailboxes (this is a Federal offense and can result in severe penalties)
  - do not cause damage to private property
  - no littering at bus stop or on the school bus
  - keep head, hands, and arms inside the windows at all times
  - no eating or drinking on the bus
  - no yelling or shouting while on the bus (this is distracting to the driver)
  - profanity or any bad language is totally unacceptable
  - no throwing of anything out of the bus windows or within the bus
- I will remind my child that the camera is ALWAYS on for her/his protection and if she/he misbehaves, bus privileges will be lost.
- If my child loses bus privileges, I must go to my child's school to request that privileges be returned.