



**SCHOOL STARTS MON., AUGUST 26th**  
**\*Doors will open at 7:45 a.m. for 2024-25\***

August 7, 2024

Dear Parents and Guardians,

We are really excited and anxious as we begin a new school year working with your child/children. Listed below is information which will help to answer some of your concerns.

**\*\*FIRST DAY OF SCHOOL - MONDAY, AUGUST 26<sup>th</sup>.** Children may arrive any time after **7:45 AM**. Doors will NOT OPEN until **7:45 AM**.\*\*

**SCHOOL OFFICE** - The office welcomes parents and visitors from 8:00 AM until 4:00 PM Monday through Friday. The office phone number is 330-746-2240. Please call us should you have any questions or concerns. To speak with a teacher please follow the directions given on pages 1 and 2 under PARENTAL VISITS.

**HOURS OF SCHOOL - BREAKFAST** is served beginning at 7:45 AM. The **TARDY BELL rings at 8:15 AM**. Anyone arriving after the tardy bell will be MARKED LATE. This is recorded on the child's report card and also on the permanent record. Breakfast is served until 9:00 AM for tardy students. Please see that your child is at school ON TIME EVERY DAY.

**ABSENCES/TARDIES** – The tardy bell rings at **8:15**. If your child/children are not in the building by this time, they must report to the office to get a tardy slip. The parent must accompany the child/children to sign them in. **ANYONE COMING TO SCHOOL AFTER 10:00 a.m. WILL BE MARKED WITH A ½ DAY ABSENCE. THEY WILL NOT BE CONSIDERED TARDY (IT WILL BE AN ABSENCE).**

TARDIES AND ABSENCES this year will be counted in hours and go towards TRUANCY in accordance with HB410.

**\*\*\*TIME FOR DISMISSAL - CAR DISMISSAL at 3:00 PM. Children going home by bus will be dismissed at 3:00.\*\*\***

**PARENTAL VISITS** - Parents are ALWAYS TO REPORT TO THE OFFICE as well as all visitors. UNDER NO CIRCUMSTANCES IS ANYONE TO ENTER THROUGH MCC.

Parents are welcome to confer with teachers by making an appointment. Conferring with a teacher is prohibited without the PERMISSION of the principal during the instructional day.

A phone call must precede the visit. Because your child is receiving instruction during the day, teachers are not to be interrupted. Students are not permitted to be called to the telephone. Messages are to be given to the director or principal.

Our teachers will keep in close contact with all parents either with a phone call, a note home or a request for a conference. No PARENT or VISITOR may go directly to a classroom or anywhere in the school. This is for the PROTECTION and SAFETY of students and staff. Everyone is to sign in with the security officer. No one is exempt. The security officer will direct everyone to the office.

**PHONE CALLS** from parents will not be put through to classrooms between 8:15 and 3:30. The message from the parent will be placed in the teacher's mailbox. She/he will return the call later that day if possible or by 12:00 noon the following day.

**CELL PHONES, ELECTRONIC TOYS/DEVICES** – Cell phones and all electronic devices are discouraged from being brought to school. If cell phones, etc. are brought to school and a child is caught with a device, it will be taken from them and a parent/guardian will need to come to the school office & pick up the item. Nothing electronic will be returned to the student. The director/principal will confer with the parent/guardian. Youngstown Community School is not responsible for lost or stolen cell phones or any electronic devices that are brought to school.

**BUS TRANSPORTATION** - Youngstown City Schools will transport students provided the home residence is ONE MILE OR MORE from the school. You will be notified directly from the bus company. If you do not hear by the end of August, please call 330-744-5905 or 330-744-5906. NO CHANGES WILL BE MADE TO BUSING WITHOUT PROOF OF RESIDENCY.

Students are not permitted to switch buses or to get off at a different drop off area without the permission of the bus coordinator. Youngstown Community School may NOT give any permission regarding switching buses, pick up or drop off points. Likewise the bus driver cannot change any routing. Please read carefully the attached YCS bus rules (back of the last page).

**AFTER SCHOOL PROVIDER** - Any student who is ELIGIBLE for busing may be transported by bus to a child care facility or to a home care provider as long as the after care providers are ON THE BUS ROUTE. This only pertains to K-6 students. Buses WILL NOT change routes to take children to an after school program. Students not eligible for busing are ineligible to ride to an after school provider. Special forms are to be completed for this service through the school office.

**All students are to be picked up by 3:30 since there is NO SUPERVISION AFTER 3:30.** This is the RESPONSIBILITY OF PARENTS or whomever a parent assigns.

**PARENTS NEED TO INFORM THEIR CHILD'S TEACHER AND THE SCHOOL OFFICE AS TO HOW THE CHILD IS GOING HOME. PLEASE TELL THE TEACHER IF YOUR CHILD IS GOING TO BE ONE OF THE FOLLOWING:**

- bus rider (must qualify & be assigned a bus number)
- car rider
- walker

Please do not call the office to make a change in your child's transportation. Send a note to the office and the teacher. If the teacher and the office are NOT INFORMED and your child is a bus rider then the student will be put on the bus. Without a written NOTE or a PHONE CALL all bus riders go home on the bus. Telling your child to tell his/her teacher is NOT ACCEPTABLE. Arrangements for going home are to be made with your child before he/she comes to school. If a change in schedule occurs, parents are to call the school office by 2:00.

**SCHOOL UNIFORMS** - Children are expected to wear the complete uniform the first day of school. ONLY the colors of NAVY BLUE, BLACK and KHAKI (tan) pants, shorts, skirts, or jumpers are permitted. Only WHITE, NAVY, LIGHT BLUE OR BLACK tops are to be worn – either polo shirts, dress shirts or blouses. NO HOODIES. Students out of uniform will be sent to the office, a call will be made to the family to come and pick up the child and return him/her in the proper attire. Phone calls will also be made for IMPROPER DRESS. When wearing sweaters ONLY NAVY BLUE, BLACK or WHITE are acceptable for both boys and girls. Please READ the attached UNIFORM DIRECTIVES (pink sheet) paying attention not only to clothes, but also to HAIR STYLES, JEWELRY, NAILS, MAKE-UP and SHOES for both boys and girls.

## **FOOD PROGRAMS**

Should your child have an allergy to milk or a certain food we MUST HAVE A CURRENT NOTE FROM THE DOCTOR ON THE DOCTOR'S LETTERHEAD STATIONERY. Once we receive the note we will make an adjustment. Until doctor's verification is in the office we cannot honor milk or food substitution. A NEW NOTE must come from the Doctor each school year concerning food allergies or reaction. NO POP, KOOL-AID or any other beverage is acceptable as a substitute for the milk for students partaking in the USDA meals at school. 4 oz. of water will be made available to all students. However, water is NOT a SUBSTITUTE for milk. Milk is to be consumed by all students participating in the USDA breakfast and lunch program.

**ENTERING and EXITING SCHOOL PROPERTY** - All parents, students and visitors will enter and exit to and from the school through the FRONT DOOR on ESSEX STREET. For the safety of everyone we are HIGH SECURITY. All cars of parents and visitors will remain on the street or parked in the vacant lot across from the front of the school. No parent/visitor may drive inside the gate. All drop offs and parking will be done on Essex St. This includes all weather conditions, rain, snow, ice, etc.

Upon entering all parents and visitors sign in with the security guard and then will be directed to report to the main office. No one is to wander through the building. Everyone is also expected to leave our building through the front doors. We have video cameras throughout the building and everyone entering the stairwells, hallways, and classrooms will be recorded. This is for the security of all. **EVERYONE ENTERING MUST PROCEED THROUGH THE METAL DETECTOR/THERMO DETECTOR.** Cameras are also outside our school as well as at gate entrances.

Parents and visitors will be greeted by our security officer who will ask you to sign in. **THIS PERSON IS ALWAYS PRESENT TO OBSERVE EACH ONE GOING THROUGH THE METAL DETECTOR AND TO BE AVAILABLE FOR ASSISTANCE SHOULD AN EMERGENCY ARISE.** Arriving in the school office you will again sign a book if you are removing a child for an appointment. When you have a conference or visit you will be given a pass and assigned a place to wait. **VIDEOTAPING** inside the school is prohibited!

**SCHOOL BUSES** - All Youngstown City School buses drop off in the front of the building in the right lane and pick up students in the back of the school. Car riders, please stay to the left when dropping off or picking up children.

**PARKING** – **WE ARE NOT TO USE MILLCREEK CHILDREN’S CENTER PARKING AREA UNDER ANY CIRCUMSTANCES.** We are **NOT TO BLOCK THEIR GATE** while waiting to pick up your child. Parents of Youngstown Community School students are to **PARK ON ESSEX STREET**, in the **LOT ACROSS FROM THE SCHOOL**, on **FALLS AVE.**, on **BREADEN STREET** and if necessary on **OAK HILL.** **ONLY TRANSPORTATION VEHICLES OF THE SCHOOL STAFF ARE INSIDE THE FENCE.** Should you have a child in both **MCC** and **YCS** please **PICK UP** the **YCS** student first and then walk down to **MCC.** In the morning all students coming to school by car are to exit from their car at the **CURB.** **NO cars drive INSIDE THE FENCE.** Kindergarten through 8<sup>th</sup> grade enter **YCS** using the main entrance. **NO YCS** student is to use the entrance of Millcreek Children’s Center.

**TEACHERS** - You will love our teachers. They really care about your child and they’re filled with lots of excitement, challenges and energy. All our teachers are committed to strong teaching which means great success for your child. They are anxious to meet you and to work with you so that your child’s educational program will be the best ever!! Do plan to meet them on the first morning or sometime during the first week of school. Each of our teachers is **Highly Qualified** according to the regulations of the **NO Child Left Behind** law.

### **THE FOUR A’s**

#### **ATTITUDE**

#### **ATTENDANCE**

#### **ACADEMICS**

#### **APPEARANCE**

These are the 4 A’s with which each child begins the school year. It is important that our students keep these 4 A’s. A positive and happy **ATTITUDE** makes for great success! **ATTENDANCE** is a **MUST.** This means coming to school **EVERY DAY** and coming **ON TIME.** This

is part of a strong work ethic and is very significant to maintaining a job when your child is older. **ACADEMICS** are meant to be challenging yet may sometimes be difficult. As long as your child does his/her **BEST** and works to full potential every day then each student will achieve. Looking neat and keeping a good

**APPEARANCE** is so important to self-worth and presenting a good image of one's self, one's family and one's school. Please carefully read the dress code included with this mailing.

**HOMEWORK** - When homework is given, it is expected to be completed by the next school day. Please provide a quiet area for your child to study and to complete their assignments. Parents, please check their homework and make sure it is completed.

**FAMILY HANDBOOK** - Each family will receive a copy of the Family Handbook during the first week of school. It includes SCHOOL POLICIES/REGULATIONS (white pages), UNIFORM DIRECTIVES (pink pages), the CODE OF CONDUCT (yellow pages) and the ANTI-BULLYING Policy (blue pages). The emphasis of our CODE of CONDUCT is to instill POSITIVE BEHAVIOR among all our children. We do this by teaching our students to be responsible, respectful, a peacemaker and a problem solver. Please read the entire book as it is meant to be a help for our families. Parents will be called when major behavior offenses occur. These become part of the child's school record. Included in the handbook will be a form to be signed by each parent and student and returned to school.

**TREATS** - Due to allergies and parental permission, treats (cupcakes, cake, etc.) will no longer be permitted for birthday celebrations. All other treats will be pre-approved by the teacher for all holiday parties (Halloween, Christmas, etc.). Any treats brought to school for such parties must be store bought.

**INVITATIONS to PARTIES** - Students are not to distribute invitations to their classmates unless EVERYONE IN THE CLASS RECEIVES ONE. We do not want any child to feel hurt, sad or left out. In order to distribute invitations even when everyone is receiving one, the PERMISSION OF THE PRINCIPAL must be given. This is because other parents often call the school and want to know where the activity is being held, who is sponsoring the activity, the time and also who is providing the supervision. We then put them in touch with the parent in charge of the activity. These parties are FAMILY SPONSORED and NOT SCHOOL SPONSORED. Mailing lists or phone lists are NOT given out by the school. This includes all parties (birthday, graduation, etc.).

Sincerely,

Ms. Michelle Payich  
Director  
Youngstown Community School



## YCS BUS RULES

Safety is our main concern:

\*Children are to sit down, stay in their seats, keep their hands to themselves, and speak quietly and mannerly.

\*\*NO food, candy or gum is permitted to be eaten on the bus!

\*\*\*NO cell phones or electronic games are permitted to be used on the bus.

If your child gets written up by the bus driver – you will receive a Bus Conduct Report from the Principal.

1<sup>st</sup> write up = Administrative conference

2<sup>nd</sup> write up = Warning and phone call home to parents/guardians

3<sup>rd</sup> write up = 1-3 days off the bus

4<sup>th</sup> write up = 3-5 days off the bus

5<sup>th</sup> write up = 7-10 days off the bus

Any additional bus write ups could result in permanent removal/suspension off the bus.

PLEASE, SPEAK to your child about proper behavior on the bus!!!!!!!!!!!!!!