



STUDENT/PARENT CODE OF EXCELLENCE

**474 Bennington Avenue
Youngstown, OH 44505
330-744-6915**

A Message from the CEO

Dear Scholars, Parents, and Guardians,

Welcome to the Youngstown City School District. At YCSD, we put the health and safety of our scholars and the whole school community above all else. But we can't achieve an ideal school climate and culture unless we all work as a team.

We want our scholars to be safe and engaged in learning. The Student/Parent Code of Excellence explains the behavior expectations that our scholars should model and what behaviors we intend to correct as well as the possible consequences for those who don't abide by the Code. It also includes academic components as well. It's important for scholars and parents to understand their rights and responsibilities as well as our expectations.

Both scholars and their parents or guardians must sign the Code, agreeing to follow the expectations it details.

At YCSD, we believe in a culture of respect -- students, teachers, staff, administrators and families respecting each other and themselves.

The Code lists the potential penalties for each infraction. The core of The Code is to be followed throughout YCSD schools with the individual schools tailoring some components to the needs of the respective buildings.

We strongly encourage parents/guardians to review the Code with their scholars to ensure everyone understands their rights and responsibilities.

Let's make it a great school year.

Sincerely,
Justin Jennings
Chief Executive Officer
Youngstown City School District

Acknowledgement & Agreement of Student/Parent Handbook and Code of Conduct

I, _____ (print student's name) have received and read the Student Code of Conduct for Youngstown City Schools. I am aware of my rights and responsibilities under the Student Code of Conduct. Furthermore, I understand that acts of misconduct or inappropriate student behavior will result in interventions and consequences as stated under the Code.

Student Signature

Date

Parent/Guardian Agreement

Dear Parent or Guardian:

Youngstown City Schools believes that you should be informed regarding our effort to create and maintain a safe and secure learning environment for all students. Please read the Student Code of Conduct and sign the document below to acknowledge your receipt and understanding of it.

I am the parent or guardian of the above named student. I have received and read the Student Code of Conduct. I understand that by signing this document, I agree to support and promote the goals of Youngstown City Schools and make every effort to work with the school in resolving all disciplinary matters.

Parent/Guardian Signature

Date

The District believes that all students have the right to learn, and no student has the right to disrupt the learning activities of others. It further recognizes that student conduct is closely related to learning. As such, the District has provided guidelines for the teaching and implementation of expected behaviors.

C.H.A.M.P.s (Pre-K-8)-Teacher Directed

The overall goal of the CHAMPs classroom management system is to develop an instructional structure in which students are responsible, motivated, and highly engaged in the specific task at hand. More particularly, the teacher's goal is to teach students directly how to be successful in specific class situations.

The CHAMPs acronym stands for:

- **Conversation:** *Can students talk to each other during this activity?*
- **Help:** *How do students get the teacher's attention and their questions answered?*
- **Activity:** *What is the task/objective? What is the end product?*
- **Movement:** *Can students move about during this activity?*
- **Participation:** *How do students show they are fully participating? What does work behavior look/sound like?*
- **Success:** *When students meet CHAMPS expectations, they will be successful!*

P.B.I.S. (Positive Behavior Intervention and Supports)-

Positive Behavioral Interventions & Supports defines PBIS as: a decision making framework that guides selection, integration and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. In general, PBIS emphasizes four integrated elements: data for decision making, measurable outcomes supported and evaluated by data, practices with evidence that these outcomes are achievable, and systems that efficiently and effectively support implementation of these practices. The PBIS framework is part of Youngstown City Schools' Pyramid of Interventions, a step-by-step process that uses both prevention and intervention techniques to meet the needs of the whole child.

Universal Expectations

BE Respectful
BE Responsible
BE Safe

Tier of Interventions

PBIS consists of three tiers of intervention:

Schoolwide, Targeted, and Intensive

Each YCSD building has implemented building specific universal expectations based on their building goals.

Restorative Practices-

Restorative practices are based on mutual respect and responsibility with embedded principles that focus on repairing and restoring relationships among students, staff and the community. It is our aim to address the school climate, culture, and the social-emotional growth of our students through implementation of these principles. Our vision is to create alternatives to traditional, punitive discipline, which are often exclusionary, and instead keep our students in school in a safe learning environment. With this philosophy our educators will seek to create a sense of community ownership among our students by empowering our youth to self-regulate without the need for formal discipline. With these problem-solving strategies included in this Code,

Youngstown City Schools will affect positive change in student behavior and maximize appropriate conduct, promote healing for all those impacted by the behavior, generate social capital, empower victims, and their families along with offenders through shared responsibility and constructive resolutions, and engage in collective responsibility for both the victim and offender's support system for making amends and shaping future behavior. Ultimately, our goal is to reduce problem behavior and improve school culture and climate and academic performance through meaningful instruction and guidance to offer students an opportunity to learn from their mistakes and contribute back to the school community.

Both restorative practices and P.B.I.S. are positive approaches to student behavior in that they promote positive environments and give students direct opportunities to develop and use positive skills. When implemented together and implemented well, both can help to boost the same outcomes, such as improved school climate, student-student and student-teacher relationships, reduced conflicts, and decreases in exclusionary discipline practices such as suspensions.

WHAT DO WE EXPECT OF STUDENTS?

Students are **EXPECTED** to maintain standards of behavior that are consistent with the character and legacy of YCSD and the community. Each student represents YCSD through his/her words and actions.

ALL STUDENTS SHOW RESPONSIBILITY BY:

1. Coming to class prepared for learning- BE RESPONSIBLE
2. Being seated before the bell rings and remaining seated until excused-BE SAFE
3. Following directions the first time.
4. Speaking and writing in appropriate language.
5. Displaying respect for all property, to others, and for oneself—BE RESPECTFUL
6. Preserve the degree of order necessary to the educational program in which you are engaged

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CODE OF CONDUCT

AREAS IN WHICH DISCIPLINARY CONTROL OF PUPILS IS TO BE EXERCISED ARE AS FOLLOWS:

- A. While on school premises including classrooms, corridors, and other parts of the school buildings and grounds. These are the most important areas of control and will, therefore, receive major emphasis.
- B. While on school-owned and operated school buses, at yellow school bus stops, or on school chartered special field trip buses.
- C. While walking from home to school in the morning and while walking home from school.
- D. While attending a school related activity, on or off school owned property.
- E. Conduct of pupils that occur off district property, but are connected to activities or incidents that have occurred on district property.
- F. Conduct by a student away from the school grounds is subject to school discipline if it is directed at a district official or employee or the property of an official or employee.

LEVEL 1 – MISBEHAVIORS

1. **CHEATING** – Cheating is defined as giving or receiving any information on any work meant for individual completion or preparation regardless of the time or place of the exchange of information. Violations may result in lowering one's grades and corrective action. Please see YSU policy for all YREC students.
2. **EXCESSIVE DISPLAY OF AFFECTION** – No students shall engage in excessive display of affection.
3. **TARDY**– At the very least, students must be in their assigned classroom before the class change sound begins.(High School)
4. **TRUANCY** – No student shall be absent from class without permission. No student shall willingly refuse to report to the attendance office upon arrival at school.
5. **VIOLATION OF YOUNGSTOWN CITY SCHOOL DISTRICT DRESS CODE** – No student shall dress in a manner in violation of the dress code.
6. **CLASSROOM DISRUPTION** – No student shall talk out of turn, be out of his/her seat, or cause a disturbance in the classroom.
7. **FAILURE TO SERVE CONSEQUENCES** – No student will miss any assigned detention without prior approval by an administrator or refuse to submit to other forms of punishment.
8. **ELECTRONIC DEVICES** – No student shall have radios, CD/MP3 players, headphones, electronic pagers (beepers), cellular phones, laser pointers or games during the school day. These items will be confiscated for 24 hours and must be picked up by a parent/guardian.

High School Students ONLY* are permitted to use electronic items before school during the breakfast period and at lunch. Electronic devices should not be visible in the hallways during the change of classes. If these items are confiscated, they may be held up to 24 hours and parents/guardians may be required to pick them up.

9. **FAILURE TO SIGN IN/OUT** – All students must sign-in when reporting to school late. No student shall willingly refuse to report to the attendance office upon arrival to school. All students must sign out (main office) if they are leaving before their scheduled classes are completed for that day. **All students MUST be signed in/out by his/her parents/guardian.**
10. **HEADCOVERINGS** -- Students are not allowed to carry or wear any type of headgear or covering at any time during the school day. These items will be confiscated and turned over to the assistant principals. These items must be stored out of sight. Failure to comply can result in suspension.

Restorative Strategies- One or more of the following actions will be taken by the administrator:

- Teacher/student conference,
- Parent/guardian contacted by phone,
- Principal/teacher/student conference
- Behavioral contract, detention, or intervention
- PASS
- Lunch Detention
- Provide a reflective activity, restitution, referral to school support,
- Referral to peer mediation,
- Short-term behavioral supports.

LEVEL 2 – MISBEHAVIORS

1. **DISRESPECT** – No students shall insult or in any other manner abuse verbally or in writing any member of the school staff or student body.
2. **DISRUPTION OF SCHOOL** – No student shall by his/her actions, dress, or appearance, disrupt the normal operation of the school. The student shall not engage in any act that may be harmful to the health, welfare, and safety of him/herself or other students (This includes horseplay, walking out of class, running through hallways, and verbal altercations)
3. **Skipping Class** – No student shall miss an assigned class or study hall.
1st offense -- contact parent – 1 day in PASS
2nd offense-- contact parent – 2 days in PASS
3rd or class cuts -- contact parent – may be suspended

A suspension can be reduced with a parent conference ONE TIME ONLY!

4. **FAILURE TO COMPLY/INSUBORDINATION** – No student shall fail to follow a reasonable request or otherwise act in defiance of a school employee.
5. **MINOR VANDALISM AND/OR DESTRUCTION OF PROPERTY** – No student shall cause damage to school property or to private property on school grounds. Restitution is

mandatory.

6. **NAME CALLING** – No student shall engage in name-calling including making racial slurs or derogatory statements.
7. **TOBACCO, LIGHTERS AND MATCHES** – No student shall smoke or shall use tobacco, snuff, matches and/or lighters on school property or at a school sponsored activity.
8. **USE OF PROFANITY** – No student shall use profane, abusive or vulgar written or spoken language or gestures.
9. **BULLYING AND/OR HARASSMENT** – No student shall harass or threaten to cause harm to another person. This includes intimidation, humiliation, and tormenting others. **(Can rise to a Level 3)**
10. **LEAVING SCHOOL PROPERTY** – No student shall leave the school without an exit pass.
11. **AIDING/ABETTING/COMPLICITY** – No student shall encourage others to violate the YCSD and/or Youngstown City School District's Code of Student Behavior.
12. **SEXUAL HARASSMENT** – No student shall make unwanted sexual advances which may be verbal and/or visual. **(Can rise to a Level 3)**
13. **SEXUALLY EXPLICIT MATERIALS** – No student shall possess, view, distribute or participate in the production of obscene or sexually explicit materials. **(Can rise to a Level 3)**
14. **DRIVING VIOLATIONS** – No student shall misuse/abuse driving privileges. Consequences: Revoking of driving privileges/suspension.
15. **TRESPASSING/UNAUTHORIZED AREAS** – Students are not to be in an unauthorized area of the school building/campus without previous authorization by a school employee. This includes other school buildings within the district.
16. **SAFETY AND SECURITY VIOLATIONS** – No student shall purposely allow any person to enter the building through a secured door or violate any safety/security measures, i.e. ID's.
17. **THEFT** – No student shall take or acquire the property of others without their consent.
18. **UNAUTHORIZED USE/MISUSE OF MEDICATIONS** – No student shall use or misuse nonprescription or prescription medications.
19. **UNAUTHORIZED USE OF SCHOOL EQUIPMENT OR MATERIALS** – No student shall use or tamper with school equipment or materials without permission of a staff person.
20. **UNAUTHORIZED USE OF SCHOOL COMPUTERS (INTERNET)** – All students must obtain permission to use the school's computers (internet). The district administration will determine whether any use of the computer network is inappropriate or unauthorized.

Restorative Strategies- One or more of the following action will be taken by the administrator.

- Parent conference
- PASS
- Out-of-school suspension.
- File charges if law is broken Restitution

LEVEL 3 – MISBEHAVIORS

1. **ALCOHOL, DRUGS, NARCOTICS** – No student shall have, conceal, use or be under the influence of alcoholic beverages, illegal drugs, narcotics, or drug paraphernalia on school property or at any school sponsored activity. This also includes "look-alikes" or counterfeit drugs.
Selling, attempting to sell, or giving controlled substances, dangerous drugs, counterfeit drugs, intoxicating substances or alcohol require mandatory recommendation for expulsion. (These infractions may be reported to the police).
2. **ARSON** – No student shall be involved in the setting or attempting to set a fire while on school property or during school sponsored events. (This infraction requires a mandatory recommendation for expulsion).
3. **ASSAULT** – When one person is attacked, unprovoked, by another student. (An unwarranted, unprovoked physical/sexual assault on another student may rise to the level of expulsion, up to one year).
4. **ASSAULT OF STAFF MEMBER** – No student shall strike or otherwise have aggressive physical contact towards a staff member. (This infraction requires a mandatory recommendation for expulsion and may be reported to the police).
5. **CRIMINAL BEHAVIOR** – No student shall engage in unlawful behavior as outlined in Youngstown City School District's Public Schools Board Policy.
6. **EXPLOSIVES** – No student shall possess or use explosives.
7. **EXTORTION** – No student shall request money, favors, or other articles of value with the threat of force.
8. **FAILURE TO COMPLY/GROSS INSUBORDINATION-** No student shall fail to comply with directions or otherwise acting in defiance of school authority after specific warning of becoming grossly insubordinate and in the presence of others.
9. **FALSE ALARMS** – No student shall give or set a false alarm of fire, bomb, or other agency which provides emergency services.
10. **FALSIFICATION OR MISSTATEMENT OF FACTS OR OTHER INFORMATION** – No student shall for the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school related correspondence. For example, no student shall falsify a report against a staff member, other students, parent(s), guardian(s), a witness statement, providing false identification and/or forgery.
11. **FIREWORKS-** No student shall have or possess fireworks.
12. **GAMBLING** – No students are permitted to play cards in school, possess gambling paraphernalia, pitch coins, roll dice or participate in an activity/game for money, property, or obligations. These items will be confiscated as soon as they are observed and turned over to the appropriate assistant principal.
13. **INDUCING PANIC** – No student shall by his/her words or actions initiate or circulate, a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe; or threaten to commit an offense of violence; or commit an offense with reckless disregard of the likelihood that commission will cause serious inconvenience or alarm.
14. **PERSISTENT OR FLAGRANT VIOLATIONS** – Any student who continues to violate the Code of Student Behavior following transfer to a new school setting for adjustment reasons. (This infraction requires mandatory recommendation for expulsion).

15. **PHYSICAL OR EMOTIONAL HARM**- No student shall intentionally or recklessly cause or threaten physical or emotional harm to another or behave in such a manner as to present an imminent risk of such harm.
16. **PHYSICAL VIOLENCE/FIGHTING** – No student shall hit, slap, push, shove or have aggressive physical contact towards another student.
17. **RECKLESS USE OF A MOTOR VEHICLE** – Will result in: Revoking of driving privilege/suspension/expulsion/police notification.
18. **REPEATED OFFENSES** – More than one violation of any misbehavior from any level.
19. **SEXUAL HARASSMENT** – No student shall make unwanted sexual advances which involve physical contact. Students should contact any assistant principal if they feel they are being or have been sexually harassed.
20. **SEXUAL ACTIVITY** - No student shall engage in sexual activity of any nature.
21. **THREATENING A STAFF MEMBER** – No student shall threaten a staff member, verbally, physically or in writing.
22. **VANDALISM AND/OR DESTRUCTION OF PROPERTY**- At no time shall students cause damage to school property or to private property on school grounds through intentional, reckless or other behaviors that present an imminent risk of such damage. (May rise to the level of expulsion, up to one year. Restitution is mandatory).
23. **WEAPONS** – No student shall possess, handle, transmit, sell or conceal any object that can be classified as a weapon or a dangerous instrument such as fireworks or explosives. Bringing or possessing a firearm (as defined in the federal Gun-Free Schools Act of 1994) on school property, in a school vehicle or to/at any school-sponsored event is a mandatory expulsion for not less than one calendar year. Weapons shall include look-alike weapons and/or any device, which has been converted for use or threatened use as a weapon. Examples are: assault or threatened assault of another with items which have other primary purposes such as a chair, choke chain, pencil or pen, a hammer, an aerosol of hairspray, deodorant or perfume, a rock or stick. (This infraction requires mandatory recommendation for expulsion)
24. **UNAUTHORIZED USE OF DISTRICT/BUILDING WEBSITE** – No student shall post any publication or material on the district web site without prior written approval. Any student who fails to receive prior approval shall be subject to discipline up to and including referral for expulsion.

Restorative Strategies –the principal or designee must utilize at least one of their selected strategies in conjunction with the selected strategies at this level.

- Parent Outreach
- Arrange linkage with counseling or mental health agency
- Loss of privilege
- Conference with student
- Out-of-school suspension (up to 10 days)
- Recommendation for expulsion
- Referral to the police.

SUSPENSION AND EXPULSION

Sections 3313.66, 3313.661, and 3313.662 of the Ohio Revised Code grant school authorities the right to remove students from school for disciplinary reasons outlined in the building Code of Conduct or District Code of Student Behavior. Students may be suspended for up to ten (10) days by the Superintendent of Schools or by any administrator. **Building Administrator will consult HB 318 for specific language regarding students 8 or younger (Pre-K-3rd grades).**

The Superintendent may expel a student for persistent or flagrant violations under the Code for a period not to exceed eighty (80) school days, unless dangerous weapons are used. The Superintendent shall expel a student for one calendar year or longer any student bringing or possessing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) on school property, in a school vehicle, or at any school-sponsored event.

During out of school suspension or expulsion a student is not to be on Youngstown City Schools Board of Education property. Students suspended out of school or expelled will not be permitted to participate in any and all school related activities until the suspension or expulsion has been served in full.

EMERGENCY REMOVAL OF STUDENT

The Superintendent, principal, or assistant principal may remove a student from a classroom, activity, or school premises without prior notice or hearing, if a pupil's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the educational process either within a classroom or elsewhere on the school premises or off the premises while representing the district. A teacher, including classroom teachers, counselors, program managers, and attendance coordinators, may initiate an emergency removal of a pupil from a curricular or an extracurricular activity under these circumstances. **Video cameras are used to record and monitor all unwanted activities.**

EXPLANATION OF CONSEQUENCES

Detentions – Teachers may issue their own detentions for after school or in the morning. Office detentions are issued by the administration or teachers and are held in the morning or afternoon supervised with assigned personnel. Students will receive a card listing the date of the detention. Students are to have sufficient materials and books to study and are to arrive on time. Students must provide their own transportation after detention has been served.

1. Office Detentions: are held 30 minutes before the start of the school day and directly after school and can last up to an hour (for afterschool only).

2. 2 Hour detentions – Days TBA

PASS/In-School Suspension - Students may be placed in In-School Suspension (ISS) for violations of the Student Code of Conduct as an alternative to out-of-school suspension. This is an excused suspension.

1. Students assigned ISS are expected to obtain assignments from all teachers the day prior to entering PASS.

2. The day of the student's PASS, he/she should report before the start of homeroom or 1st period to the PASS Room. The student must have his/her list of assignments, all books and

materials needed for the day. Students who are tardy or who must be sent for are subject to additional consequences.

3. The student will turn in completed assignments to the PASS room staff at the end of the day. Students assigned to PASS are expected to complete and hand in all work assigned on a daily basis; however, the completion of assignments is totally the responsibility of the student.
4. The student will follow all of the rules posted in the PASS room, and as prescribed by the staff member(s) in charge.
5. Any student who violates In-School rules or who refuses ISS is subject to additional consequences including Out-of-School suspension.

Out-of-School Suspension – Students may be given an Out-of-School suspension for violation of the Student Code of Conduct in accordance with the Youngstown City School District's Board of Education's policies.

During an Out-of-School suspension, students **MAY NOT** attend or participate in any school activity. Students **MAY NOT** be on Board of Education property. Students must remain in their homes from 7:00 a.m. until 2:32 p.m. for students in grades 9th-12th and 8:00a.m. -3:40p.m. for K-8 Buildings.

Expulsion – Students may be recommended for expulsion per the guidelines set forth by the Youngstown City Schools Board of Education policies.

Any expelled student **MAY NOT** attend or participate in any school activity. Expelled students **MAY NOT** be on any Board of Education property.

GENERAL INFORMATION

ABSENCE

Regular and punctual attendance for youth between ages six (5) and eighteen (18) inclusive is in compliance with compulsory attendance laws and necessary for good work. It is also an indication of a student's sense of responsibility and the ability of students to discipline themselves to be where they are supposed to be on time.

1. When a YCSD student is absent or tardy:
 - a. The student's parent(s), guardian(s), or custodial parent (s) is to call the school's attendance line by **8:00 a.m. the same day**.
 - b. Students who are absent from school and do not have a parent call the school will be considered unexcused and will not be able to make up work missed.
 - c. An automated call will be sent to the home of the unexcused student after 10:00 a.m. that same day.
 - d. False absence call-offs for attendance will result in disciplinary action.
 - e. If a parent, guardian or custodial parent receives an automated phone call. Upon a student's return to school, the student is to take a note absence excuse to the unit office. If a note is not received when the student returns to school, the absence is considered unexcused.
2. YCSD students who are tardy to school should report to their unit office to obtain an admit slip.
3. The main office should be notified by written statement the day of an appointment. This request for early dismissal must be submitted by 8:15 a.m. and must include a daytime phone number.
 - a. Upon return from an appointment, a "return to school" school slip or other appropriate documentation must be submitted to the appropriate unit office in order to justify the excused absence or tardy.
 - b. Students away from school three or more periods (high school) and at 11:00 (K-8) will be marked absent for one-half day. **Reminder: HB410 requires us to calculate attendance by hours.**

Attendance Status definitions according to HB 410:

"**Habitual Truancy**" is a student who is absent *WITHOUT* legitimate excuse for 30 or more consecutive hours, 42 or more hours in a month or 72 hours or more in a school year.

"**Excessive absence**" is 38 or more hours in a school month *WITH* or *WITHOUT* a legitimate excuse or 65 or more absent hours in a school year.

- c. Parents may be required to show proper identification when picking up students.
4. Students must be present at least one-half day in the afternoon to participate in any after school extracurricular activities/sports on that date unless the absences has been approved by the principal prior to the event.
5. Students who become ill while at school are to request a pass from the classroom teacher and report to your unit office.
6. Upon arrival at the school building, no student may leave for any reason, unless they have received an exit pass.
7. **Unexcused absences include but are not limited to: oversleeping, shopping trips, vacations, weather, car or transportation problems, cutting class or truancy, driving test, working, babysitting, job interviews, driver's license tests, or failure to report a reason for absence.**
8. Classroom work may not be made up when a student has an unexcused absence. A grade of "zero" will be issued for the day.

EXCUSES ACCEPTABLE FOR SCHOOL ABSENCE

In accordance with ORC 2231.01, the Youngstown City School District's Board of Education has adopted a policy statement regarding students excused for reasons other than personal or family illness. Therefore, an **excused** absence from school without penalty includes the following reasons only:

Personal illness or injury; illness in the family; funerals (immediate family or relative); quarantine; religious holidays; medical and dental appointments (verified by note from doctor); appointment at the Board of Education, Child Guidance Center or court appointments; work at home due to the absence of parent/guardian; college visitations (per guidelines) or emergencies (any emergency or set of circumstances) judged as sufficient cause by the school principal or the Superintendent.

Five (5) unexcused absences in any class could result in a grade of "F" for the marking period.

A student is considered present if he/she is absent as a result of the following:

- School sponsored activities
- Field trips (authorized by principal)
- College visits (school authorized)

MAKEUP WORK FROM EXCUSED ABSENCES

It is the responsibility of the student to initiate the request for make-up work and complete the work. Students are to be given one day to make up work for every day of school missed. This may be extended upon arrangement and agreement with the classroom teacher. If the student fails to make up school work within the proper time period, the student will not receive credit for the assignments and tests that were missed. An incomplete will be issued only when the student is absent during the last week of the quarter and with principal's approval. All work must be completed within two weeks of the end of the grading period; the student will receive an "F" grade for the missing assignments, or possibly for the grading period.

ACADEMIC HONESTY AND INTEGRITY

Students at YCSD are expected to do their own work in an honest and forthright manner. Looking at another student's test paper, using cell phones, crib/cheat sheets, obtaining test answers, copying homework, or plagiarizing (copying from a book, magazine, or internet) to complete a report are dishonest acts. YCSD will not condone such acts. Students who compromise their integrity in these ways will be subject to disciplinary action, which may include the assignment of an "F" for the assignment or grading period.

ACCIDENTS

Any accident in the school building, on school grounds, or at any event sponsored by the school must be reported immediately to the person in charge. An accident report will be completed immediately and turned in to the school office.

Should an accident/emergency occur, the student should immediately notify a staff member. An incident report must be completed in the case of an accident or injury or if the police or fire department is notified.

ACTIVITIES

Students are urged to participate in and attend the many after school events and activities. Proper behavior is expected at all extra-curricular activities. All school policies are in effect during school sponsored activities. Students are to leave the building as soon as their co-curricular activity is completed. Students are responsible to the teacher/coach in charge. **Students who are on suspension may not attend or participate in any sporting event, after school event or activity in which YCSD is a participant or which is a YCSD sponsored event including events that are held onsite (field trips, college visits, basketball, football, etc).**

ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information of the day and specific instructions are announced over the P.A. system each morning. Pupils responsible for putting announcements on the P.A. must have their notices approved by the advisor and handed into the main office prior to the start of the school day.

ANTI-HAZING POLICY

It is the policy of the Youngstown City School District and YCSD that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage or engage in hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of intimidation or initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

ARRIVAL/DEPARTURE

The building officially opens for breakfast at 7:00 a.m (High School), 7:45 (K-8), Pre-K (9:00). Any students arriving prior to opening are only permitted in the cafeteria. The main entrance is the only entrance to be used at any time during the day, including arrival.

Students will be allowed access to their lockers when the first bell rings.

Students are expected to leave school promptly, at the end of the day, unless they are staying for a supervised activity.

***Choffin:**

The building officially opens for breakfast from 7:00 a.m. - 7:40 a.m.. Any students arriving prior to opening are only permitted in the cafeteria. **7:45 am Jr. lab and 11:40 a.m. Sr. lab (doors #45 and #46). After the 7:45 am Jr. lab and 11:40 am Sr. lab tardy bell students will only be able to enter the building through door #1.** Students must be in the lab before tardy bell sounds: **Jr. Lab 7:45 a.m. and Sr. Lab 11:40 a.m.** Students are expected to leave school promptly through the front main doors only, at the end of the lab period, unless they are staying for a supervised activity.

ASSEMBLIES

Attendance is required at all assemblies by all students unless other arrangements are announced. All students will sit in the area assigned to them by their classroom teachers.

ASSEMBLY RULES

1. Walk quietly to the assembly and sit in the assigned area.
2. All students are to be totally quiet when the speaker steps up to the microphone.
3. There will be no talking during the presentation. In addition, no heckling, whistling, or ridicule of any speaker or award recipient before, during, or after the presentation/performance will be tolerated.

4. Keep your feet on the floor, hands to yourself, and do not turn around or bother the person in front or in back of you.
5. When leaving the gymnasium or auditorium, exit quietly.
6. Hoods are expected to be removed and cell phones are to be out of sight during ALL assemblies.!
7. Students will be accountable for attending, and subject to discipline for being out of their assigned area.

ASSESSMENT (NWEA, AIR, ETC)

Please see district Assessment Schedule and Calendar

ATHLETIC ELIGIBILITY AND/OR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Student athletes, cheerleaders, auxiliary members, step team, student council, dance courts, office workers and club qualifications for YCSD:

These activities must be approved by the Board of Education and in compliance with the Ohio High School Athletic Association. To be eligible for participation in a student must meet the following standards:

1. All students must be enrolled in a minimum of five (6) one-credit courses (**do not count P.E.**), and pass 2.5 credits.
2. A student athlete must maintain a 2.0 GPA from the immediately preceding grading period.
3. A student **CAN NOT** have an **F** in **ANY** of his/her classes at the interim or end of the grading period.
4. Failure to satisfy the above standard during the nine-week grading period will render a student ineligible for the following grading period.
5. Athletic Contracts will be provided at the parent meeting before each season. Parents and students must sign the contract before participation.

ATHLETIC POLICY

Student athletes who are excused by the principal for a partial day due to illness or injury which requires treatment may participate in a practice or game (that day) provided they were in attendance for a minimum of four classroom periods. Said provisions shall apply Monday through Friday.

ABSENCE CONSEQUENCE CHART

***REFERENCE HOUSE BILL 410**

ATTENDANCE VERIFICATION

Requests from insurance companies, scholarship applications, work permits, Social Security or any other reason will include detailed information on a student's attendance record for the current and previous years.

AUTOMOBILES: REGULATIONS AND PROCEDURES

The assistant principal will assign all students parking permits during the first two weeks of the school year. Students are not permitted to go to their cars for any reason during the school day without permission of an administrator. All cars parked on the school lot must display the proper parking tag or the car is subject to being towed away at the owner's expense. If a student needs to drive to school on one particular day and does not have a parking decal, arrangements must be made with the assistant principal at least one day in advance of the day a parking space is needed. All cars in the lot are subject to search. **Proof that each student driver is fully insured and holds a valid driver's license must accompany any application for a student parking permit.** There is a 10 MPH speed limit in the parking lot. Students must park in their assigned area only. Students must exit their cars immediately upon parking in the student lot. Students may not park in the faculty lot (s) during school hours. Parking on side streets is prohibited and will be subject to ticketing by the Youngstown Police Department.

All vehicles displaying a student parking permit are subject to random search. Students are only permitted to drive themselves to and from Choffin.**

BOOK BAGS

Youngstown City School books bags will be provided by the district with supplies. If there are any issues involving book bags that pose a safety or secure, contact the building principal.

Book bags are subject to search at any time.

BREAKFAST PROGRAM

Breakfast is available for free to all YCSD students each morning. Students are not to remove food or beverages from the cafeteria.

BULLETIN BOARDS

All signs and posters must be approved by the school administration and that approval must be marked on that sign or poster before it can be displayed in the school. Nothing is to be attached to painted wall surfaces.

CAFETERIA RULES

Students are restricted to the school building during lunch. Students may leave for lunch only when a parent comes into the student's unit office to sign the student out. The school cafeteria offers a service to the student by providing a nutritious meal at a reasonable price or a lunch may be brought from home. The cafeteria management and fellow students expect each classmate to exhibit good and proper manners during lunch periods in the cafeteria. Each student is assigned one lunch period only. Students who fail to follow cafeteria rules are subject to

disciplinary action. **Students may not order food from restaurants or delivery services i.e. GrubHub, Doordash.**

1. Students must clean their tables and the area around their chairs before leaving.

All students seated at a table are responsible for cleaning their table.

2. Students should be seated during lunch unless in a lunch line. All students must be seated the last five minutes of the lunch period. DO NOT LEAVE UNTIL DISMISSED BY A STAFF MEMBER.
3. Students may go to the auxiliary gym or library after eating lunch for the remainder of the lunch period. Students must remain in the auxiliary gym or library once they leave the cafeteria. These areas are the only areas outside the cafeteria where students are authorized to be. (High School only when specified)
4. Throwing of anything in the cafeteria is strictly prohibited.
5. No food or drink is to be consumed outside the cafeteria without administrative approval.

Students are to remain in the cafeteria, **or library (High School)** areas only during lunch and are not permitted anywhere in the building unless given permission by the staff or administration. If teachers give students a note ahead of time, students will be permitted to go to a teacher's room during lunch.

CHANGE OF ADDRESS/PHONE NUMBER

Any change of address or phone number must be reported to the enrollment office immediately in writing via an emergency card and proof.

CLASS ATTENDANCE/CLASS CHANGE

Students are required to attend all scheduled classes and study halls. A four-minute (high-school) change of class periods is set in the daily schedule. Students are expected to get from one room to another in the time allowed.

CLASSROOM CONDUCT

Each teacher is charged with the responsibility and given the authority to make and enforce classroom rules which he/she feels will provide for a more effective, orderly, and productive learning environment. Students are expected to comply with each teacher's classroom expectations.

CLOSED CAMPUS

Students are expected to remain on campus from the time they arrive at school until the close of their academic day.

COLLEGE REPRESENTATIVES

Upperclassmen will be notified of the schedule of college/technical school and military representatives visiting the Guidance Office during the school year and may schedule time to visit with representatives through the Guidance Office. All students scheduled to meet with a representative must seek the permission of all teachers of classes to be missed. Students will not be permitted to attend an information session without teacher(s) permission and signature(s).

COLLEGE VISITS

College visits are considered excused absences when they are verified in advance and with the appropriate form obtained from the counselors. The following will apply:

1. Freshmen and Sophomores are not permitted to take college visits during the school day, unless it is sponsored by YCSD
2. Juniors are permitted one (1) college visit during the second semester only.
3. Seniors are permitted three (3) college visits/auditions per semester.

COMPLAINT POLICY

It is the desire of the district to rectify any misunderstandings between the public and the District by direct discussions of an informal, timely manner among the interested parties. The District's procedure for resolving any oral or written misunderstandings or complaints from parents and/or stakeholders concerned with the appropriate delivery of services to children is simple and straight forward. All complainants should first contact the child's teacher, if applicable, to attempt to resolve any issues. If not resolved the appropriate procedure is to contact the Assistant Principal (if applicable), then the Building Principal. In most cases, problems can be quickly resolved at Chief of Secondary Education. [General Provisions Regulations, at 34 CFR Sections 299.10-299.12.]

CONFERENCE DAYS/PROGRESS REPORT PICKUP DAYS

The school will be holding progress report pickup days on:

Interim Dates:

October 7, 2020, December 12, 2020, February 26, 2021, and April 30, 2021

Report Cards:

November 13, 2020, January 29, 2021, April 5, 2021, and June 4, 2021

Parent/Teacher Conferences:

November 11 and 12, 2020 from 3:30-6:30

February 11, 2021 from 3:30-9:00pm

COUNSELING SERVICES

The counseling services are designed to facilitate the personal, interpersonal, educational, and career development of each student. Counselors are provided for all grade levels. All students must complete a "request to see counselor" slip in order to see their counselor. Students may leave slips to see their counselor at the counter in their office between classes or during lunch. Students also have an opportunity to see the office staff before or after school. Students who walk in without an appointment and miss a class or study hall will be regarded as cutting. Students are not permitted to change counselors for any reason. Students will request counselor visits through their Progress Book account.

HIGH SCHOOL DANCES

During the course of the school year, various organizations may sponsor a dance for the enjoyment of the student body. YCSD's Code of Conduct will be enforced at these dances and at all other events. The following rules are in effect:

1. All tickets for the dance must be purchased in advance.

No sale of tickets will be permitted at the door.

2. Only YCSD students will be admitted to dances. However, when specified outside guests are permitted only when the ticket is purchased by a current Youngstown City Schools student in good standing and the guest enters with the YCSD student.
4. All guests must have a photo ID and/or permission slip and must comply with the rules for YCSD students.

DELIVERIES/GIFTS

To minimize the disruption of classes and to promote safety in the halls, no food or gifts (including balloons) will be delivered to students during the school day, and the carrying of balloons is prohibited. We cannot accept deliveries for students. Items such as fast food, flowers, balloons, stuffed animals, cookie bouquets, etc., should be sent to the student's home, not the school. **FOOD OR PIZZA DELIVERIES WILL NOT BE ACCEPTED AND WILL BE RETURNED. The district/school will not be held financially responsible for food, flowers, balloons or other items that are turned away or not delivered.**

DRESS AND GROOMING

While all Youngstown City School District students are preparing for college and career readiness, student attire should be in alignment with students' college and career ready goals; the promotion of positive school, community, and family ties; as well as the health, safety, and welfare of all students. Students are expected to adhere to the following guidelines regarding their appearance while on school property and during school related events.

This Dress Code is intended to foster discipline, order, safety, health and an environment conducive to academic learning. The responsibility for understanding and adhering to the district-wide Dress Code rests with students and parents, and it is expected that students will come to school dressed and groomed in accordance with this Code. If students are inappropriately dressed, they will be expected to comply by changing clothing, calling home to have appropriate clothing brought from home, or be sent to PASS for the day.

As a general rule, all garments must be neat, clean, properly sized, without holes and rips*, and in acceptable repair. Students may not wear anything that promotes gangs; tobacco, drug and alcohol use; sexual activity; or anything illegal or immoral. Additionally, while on the school campus, all crew-related, block related, (i.e., East-side, West-side.) and other gang affiliated tattoos must be completely covered.

Head: Hats, bonnets, caps, hoods, bandanas, and head coverings are not permitted to be worn indoors.

Face: Earrings and makeup must not be extreme, distracting, and unsafe or interfere with the education process.

Tops: Upper garments must be properly sized. Underwear, chest, back and midsection may not be visible. All shirts must be no longer than wrist length. If the shirt is longer than wrist length, the shirt must be tucked in. See- thru tops are not permitted and will be asked to change to an appropriate top.

Program uniforms and safety glasses (Choffin) must be worn as determined by the program teacher or administrator. Wearing sunglasses is permitted only for medical reasons.

Bottoms: All lower garments must be anchored at the natural waist and cannot drag on the ground or have writing across the seat. Garments that are tight-fitting**, oversized, drooping and exposing more than mid-thigh are not permitted. Pant waistbands must not be more than one inch bigger than the correctly measured student waist size. Pants cannot be gathered or drawn together at the waist and must not hang below the waist. *Pants with holes or rips must have pants underneath with no skin visible. **Tight-fitting pants must be worn with a finger-tip length top.

Shoes: All footwear must be secure on the foot and not present a safety hazard. Slippers, flip-flops, stilettos (>2 inches) and shower shoes are not permitted.

Other: All clothing designed as outerwear, worn to and from school, cannot be worn indoors during the regular school day. Clothing designed for sleepwear is prohibited.

Accessories: Sunglasses cannot be worn in the building. All jewelry and accessories must not be distracting or create a safety hazard.

Enforcement: In order to promote a safe and healthy school setting and enhance the educational environment, the Dress Code shall be incorporated into the Code of Student Conduct. Any student who is in violation of the Dress Code, may be subject to discipline and may be required to change into compliant clothing before being permitted to attend classes or school activities.

DRIVER'S LICENSE REVOCATION

Students who are between 15.5 and 17 years of age and who accumulate either ten (10) consecutive or fifteen (15) total unexcused absences within a semester will be reported to the Bureau of Motor Vehicles and the Mahoning County Juvenile Court. If these students have driver's licenses, the licenses will be revoked. If they do not have licenses, applications cannot

be made. The district will notify the Bureau of Motor Vehicles and the Mahoning County Juvenile Court and lift the revocation or denial after the student attends one semester with less than either ten (10) consecutive or fifteen (15) total unexcused absences.

Driving privileges to and from Choffin/VPA

- Second time late student loses driving privileges for a month
- Third Time late student loses privileges for year

EIGHTEEN-YEAR OLDS

Students who have attained the age of 18 and older are adults and legally responsible for their actions. They are expected to follow all rules and regulations as they apply to the entire student body with the following exceptions:

- Adult students not living with their parents or past guardians and are *independent may* call to report their own absences from school. Reasons for absence shall be restricted to those reasons established for the entire student body. Adult students will be required to furnish evidence as to the need for absence from school.
- Adult students may sign all documents that call for the signature of the parent or guardian only if they are an independent status student.
- Adult students not living with their parents or guardian may be authorized for release without parental contact if the office authorizes the release.

Parental involvement, cooperation, and counsel are encouraged regardless of the age of the student; however, adult students are legally accountable for their actions. The adult student is expected to attend school on a regular basis, obey school rules and regulations, and make normal progress toward meeting graduation requirements.

ELECTRONIC EQUIPMENT

While YCSD recognizes that rapidly changing technology, and our ability to access it, has become an integral part of our lives, its use during the regular school hours of operation can pose a serious disruption to the educational process. Therefore, electronic devices should not be used, unless during a teacher sanctioned classroom activity, for any purpose, while at school, or on a school bus or school vehicle, at after-school activities and/or any school related school sponsored functions, such as field trips, dances, and any athletic or co-curricular activities. Students are not permitted to charge their personal devices on school property. These and any other personal items that interfere with classroom instruction and/or general good order of school operation will be confiscated, provision of the handbook and the related section of the code of conduct will result in disciplinary action.

EMERGENCY DRILLS

Fire, severe weather and ALICE/active shooter drills are performed periodically as a measure of precaution. Each student is expected to follow the safety instructions as directed by the teacher in charge. Failure to comply with instructions during a drill may result in disciplinary action. Silence is expected during the fire and severe weather drills.

During fire drills, students are to quietly leave the room and proceed to the appropriate exit as posted in each classroom. Students are not to block driveways or doorways as they move from the building to the designated safety areas.

During severe weather alerts or drills, each student will quietly leave the room and sit in the assigned hallway as directed by the teacher in charge. If directed, the student will face the wall while sitting and cover the back of the neck and spine with their hands for protection from possible injury.

EMERGENCY MEDICAL FORMS

Every student attending YCSD schools must have an emergency medical form on file. This form must be completed each school year within 2 weeks of enrollment and updated with changes during the school year must be reported to the attendance office. *If you attend Choffin, you must also turn an emergency medical form into that office as well.

FAX

We do not accept fax transmissions for student work coming into the building. The fax machines are for school business only.

FEES

Some courses and services may require a minimal fee for materials. Failure to pay fees will cause a hold to be placed on the report card and/or diploma.

FIELD TRIPS

Students participating in YCSD sponsored field trips/off campus activities are subject to all rules and regulations outlined in the student handbook of YCSD and the District Code of Student Behavior.

FOOD AND BEVERAGE POLICY

All food and drink is to be consumed in the cafeteria only.

1. Food and drink are not to be removed from the cafeteria for consumption in the halls or during a regular class period.
2. The only exception is bottled water in the original container.
3. Any consumption of other food/drink for special projects or special circumstances must have been approved by the administration.
4. No food or beverage is to be consumed in the halls.

FUNDRAISING

Any and all fundraising must be cleared in advance and scheduled through a student activity advisor. No personal fundraising activities are permitted on school property.

GANGS AND GANG ACTIVITY

YCSD is to be a "gang free zone" or "gang neutral". Accordingly, students involved in gang membership, gang activities, and/or possessing or displaying gang insignias or paraphernalia will be strictly disciplined, suspended, and/or excluded.

1. Definition – A gang is any identifiable group or club which exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and their behavior, either individually or collectively is disruptive, anti-social, or criminal.
2. Graffiti – Creation and/or application of graffiti to any school owned structure or property is strictly prohibited. Students who are found to be responsible for the application of graffiti to school property will be subject to the student code of conduct as well as full payment of any cost related to removing said graffiti.
3. Literature/Hand Signals - Students are prohibited from engaging in the distribution, possession, or circulation of gang-related literature, alphabets, codes, etc. Similarly prohibited is student use of hand signals, that have been determined as gang-related, as a means of communication.

GRADING CLASSIFICATION

Students are classified in a grade level based on the accumulation of Carnegie units of credit. The following criteria for promotion must be met:

1. For promotion to the tenth grade, four or more credits are needed.
2. For promotion to the eleventh grade, nine (9) or more credits are needed.
3. For promotion to the twelfth grade, fifteen (15) or more credits are needed.

GRADUATION REQUIREMENTS

CLASS OF	2020	2021	2022	2022
English	4	4	4	4
Science	3	3	3	3
Mathematics	4	4	4	4
Social Studies	3	3	3	3
Health/PE-see below	1	1	1	1
Electives	5	5	5	5
Total	20	20	20	20
<u>*Must Pass 7 end of Course Exams</u>	Yes	Yes	Yes	Yes

OHIO CORE GRADUATION REQUIREMENTS

They are specified below:

English Language Arts: 4 Units

Health: 1/2 Unit

Mathematics: 4 Units, including one unit of Algebra II or its equivalent

Physical Education: 1/2 Unit

Science: 3 Units, including inquiry-based laboratory experience in these subject areas or their equivalents:

Physical Science - 1 Unit

Life Science - 1 Unit

Advance Science - 1 Unit

Social Studies: 3 Units, including both 1/2 Unit of American History and 1/2 Unit of American Government, as well as financial literacy.

Electives: 5 Units which will be any combination of: foreign language, fine arts, business, career-technical, family and consumer sciences, technology, and agriculture.

GRADING

Grades reflect what the student has earned in a particular class. They are part of the student's permanent record.

Academic grades of A, B, C, D, F are used to designate student progress and reflect an evaluation of homework, tests grades, classwork, quizzes, reports, projects, etc. A student may earn a plus or minus academic grade.

High Schools

A	4	89.5	100
B	3	79.5	89.49
C	2	69.5	79.49
D	1	59.5	69.49
F	0	0	59.49

Middle School

A	4	89.5	100
B	3	79.5	89.49
C	2	69.5	79.49
D	1	59.5	69.49
F	0	0	59.49

Elementary School

A	4	89.5	100
B	3	79.5	89.49
C	2	69.5	79.49
D	1	59.5	69.49
F	0	0	59.49

K-3

M	0	89.5	100
PR	0	59.5	89.49
L	0	0	59.49

L=(Limited) PR=(Progressing) M=(Meets)

Pre-K students receive progress reports that are standards based.

Each student is responsible for making sure his/her parents receive grade reports, including weekly progress reports that are sent home with students through their homeroom teacher.

HALLWAY BEHAVIOR

1. Form drinking fountain lines along the wall to avoid blocking traffic.
2. Pick up papers in the hall and use the wastebaskets when throwing items away.
3. Close lockers-do not slam lockers.
4. NO HORSEPLAY
5. No food or beverage is to be consumed in the halls.
6. Public displays of affection are not permitted in the halls.
7. No spitting on the floors or in water fountains.
8. Students may be videotaped to ensure the safety of all students, and security of staff.

HALL PASSES

Students are not permitted in halls except during regularly scheduled class changes or with proper authorization. Students should be in their appropriate classroom when the tardy bell rings. A student in halls at any time other than class change must carry, in a visible manner, an authorized hall pass written in ink with the student's name, date, time, destination, and the signature of the school personnel issuing the pass. **Only two hall passes--per class, per semester, maximum.**

A student who assists school personnel or is involved in a school sponsored activity, such as office worker or Library assistant, must carry or wear, in a visible manner, proper identification with the student's name and period.

A student must identify himself/herself to any adult when he/she is asked. Refusal to do so will result in disciplinary action under failure to comply.

HARASSMENT POLICY

The Board of Education of the Youngstown City School District prohibits discrimination in its educational activities and programs, and seeks to eliminate harassment, including sexual harassment. It is the policy of the Board that all students be treated with respect. Discrimination, harassment, hostile treatment or violence against a student because of his gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, or disability is strictly prohibited and will not be tolerated.

HONOR AND MERIT ROLL

Academic success is our tradition at YCSD. Honor Roll status is achieved by maintaining a 3.5 average or higher during any grading period. Merit Roll status is achieved by maintaining a grade point average between 3.00 and 3.49.

A citizenship mark of 4 or 5 in any subject will disqualify you from placement on the honor or merit roll. Honor Roll/Merit Roll lists will be posted each quarter.

ILLNESS AT SCHOOL

If you become ill at school, you will request a pass to the main office or health clinic. When illness prevents you from returning to class, the attendance office or assistant principal will notify your parent, guardian, or the designated adult on your emergency form, and you will be sent home.

No students are permitted to leave school at any time without the permission of a parent and attendance personnel or assistant principal and signing out prior to leaving the building. Anyone leaving without proper authorization will be subject to disciplinary action.

INCOMPLETE GRADES

A teacher may issue an incomplete grade only with the principal's approval. The only reason for an "Incomplete" grade is the failure to complete the course or class requirements due to excused absence. Failure to complete these requirements within two weeks will cause the incomplete grade to be changed to an "F".

INTERNET ACCESS

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Youngstown City School District's administration will determine what appropriate use is and their decision is final. Students are given internet access guidelines and must have a signed parent/guardian consent form on file in the school office.

LIBRARY

The Library is available to all students for study and research. You should make arrangements with the librarian if you have a specific library research project to complete. Students are subject to the rules of the library and may lose Library privileges should they not comply. To use the internet in the Library, students must have an internet use form on file. Computer use in the Library and other designated locations at YCSD is encouraged and made available for educational and instructional research purposes only. Inappropriate use of the internet and/or waste of materials such as paper or printers supplies will result in loss of computer privileges.

LOCKERS/LOCKS

Each student will be assigned a locker by his/her first period teacher. School lockers are Youngstown City School District's property loaned to students for their convenience. The Board of Education extends the use of lockers to students only for legitimate purposes such as storage of books, coats, lunches, study materials and the like. An administrator may search any locker without prior warning, without your knowledge, presence or permission, in seeking contraband. These searches may occur on a regular or a random basis for the purpose of assuring that the school is a safe place to work and study. Students are not to share lockers, locker combinations or store property in anyone else's lockers.

LOST AND FOUND

Lost items are located in the main office or cafeteria closet. At the end of each semester, all items not picked up will be donated to charity.

MAKEUP WORK

Students who are absent from school and do not have a parent call the school per the absence guidelines will be considered unexcused and will not be able to make up work missed.

Following excused absences, the student must contact his/her teachers and arrange a mutually satisfactory time for makeup work.

Students must be absent from school for at least three days to request pick up of makeup work. Parents may call the counseling office to request work and the counselors will request the work from the teachers. Parents of students who will be absent for more than 10 days should contact their counselor for possible assignment of home instruction.

Students absent during a semester exam will not be permitted to take a makeup exam unless a note from a doctor is presented to the Principal. If a student is suspended, they **are** permitted to make up any missed assignments, however, they will only be provided the number of days they were suspended to make up the work.

MESSAGES

Only **EMERGENCY** messages will be delivered. An emergency is an accident, illness or serious family problem. If information about transportation, doctor appointments, house keys, etc., is not available before your child leaves for school, please instruct him/her to check with you during his/her lunch period.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization which honors those students who are outstanding in scholarship, service, leadership, and character. Juniors and seniors who have a cumulative grade point average of 3.5 or higher are eligible for consideration. See the faculty sponsor for further information. The selections of the National Honor Society committee are final.

PERSONAL PROPERTY

Students are encouraged to use good judgment in what they carry to school. Please do not bring items of great value to school. The school is not responsible for lost or stolen items.

PLEDGE OF ALLEGIANCE/ALMA MATER

The Pledge of Allegiance is said daily and the Alma Mater on Fridays during announcements.

PROCEDURES FOR COURSE CHANGES (HIGH SCHOOL)

Students will not be permitted to change a course after the second week of school unless one of the following applies:

1. A change is needed due to summer school class that was taken.
2. A student is closed out of a course and needs to select an alternative course.
3. A student is in a class that is too difficult and the student has tried the class for five weeks without success (The student must have approval of the parent, teacher, counselor and principal to change the course).
4. All Choffin students are only permitted to change programs one time within the first 2 weeks of school. Changes will only be made to programs or returns to home school will be processed after the start of the third week of school without administrator approval.

PROGRESS REPORTS

Progress reports provide an opportunity for parents/guardians to review the academic progress of their child and are issued mid way between each marking period. Any questions or concerns should first be directed to the teacher or guidance counselor.

PTO

It is the goal to develop an active and involved PTO at YCSD. The principal, or designee, will attend the meetings and provide information on school issues and activities. In the future, the PTO will offer scholarships to senior students' members or students whose parents are PTO members; provide refreshments for Open House, and undertake many other events that positively promote YCSD.

Parents are encouraged to join and take part in the YCSD

SCHOOL CLOSINGS & DELAYS

When school is closed because of weather conditions or some other emergency situation, it will be announced through the districts' mass phone call system. Parents must ensure that they have an updated phone number on file. Please do not call the school about closing; listen or watch one of these stations. There will be occurrences when there will be a 2-hour delay due to weather/road conditions. Breakfast will NOT be served on 2 hour delay days.

***YREC-** 11th and 12th graders are still responsible for attending college courses. Transportation must be provided by parents/guardians.

***Choffin-** If Youngstown City School District is running on a 2-hour delay, there will be no junior lab. Senior lab will still run at the regularly scheduled time. Students attending a home school other than East or Chaney High will be excused from Choffin if their home school closes/delays. It is the responsibility of the student/family to be aware of any closings or delays as there is no transportation to return them home from Choffin if there is no lab.

SEARCH AND SEIZURE

Lockers, desks and other storage areas and their contents are subject to random search at any time. Students are advised that their vehicles, lockers, desks, persons, and personal belongings are subject to search for contraband and/or harmful or dangerous substances or other reasonable suspicious items or circumstances.

From time to time, the Youngstown City School District may use drug-sniffing dogs to check for drugs both in school and in cars parked in the school lot. This may result in a search of a student's book bag, locker, person, or other items. Any student found in possession of a drug or related paraphernalia will be subject to the Code of Behavior policy, as well as possible criminal charges.

The Youngstown City School District use metal detectors to check for weapons and other contraband. When metal detectors are in use, students will be required to pass through a detector. Items like book bags and purses will be searched. Any student with a weapon or weapon-like item will be referred for expulsion from school.

SEMESTER EXAMS (HIGH SCHOOL)

Semester exams will be administered in all classes. Exam schedules and procedures will be issued to all students well in advance. Students must take an exam in every course. Students will be expected to take the exam on the day scheduled. Students absent from school on the day of an exam will need a medical excuse and permission from the assistant principal to make up the exam. No teacher will be permitted to administer a semester exam without an exam make up slip from the assistant principal.

SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Sexual harassment is inappropriate, offensive and detrimental to the creation of a healthy educational environment. All students have a right to be educated in an environment free from sexual harassment. The district prohibits sexual harassment of or by any student. This prohibition encompasses sexual harassment which may occur between students (peer-to-peer), and between a student and an employee. This policy applies to conduct which occurs during or is related to school and/or school sponsored activities, regardless of whether it occurs on or off school property (before or after school).

SMOKING

The State of Ohio prohibits smoking in the school building or on school grounds or school sponsored events. Students are subject to disciplinary action if found smoking in school, on school grounds or outside the building including to and from school. This includes vaping.

STUDENT AMBASSADORS (CHOFFIN)

Students are selected by teachers and/or administration to be trained as tour guides. Their responsibilities involve introducing groups of visitors, adults and students alike to the various programs offered at Choffin.

SKILLS USA (CHOFFIN)

SKILLS USA is a national organization of youth enrolled in Trade and Industrial Education courses at Choffin. Students are eligible to run for local, state and national offices and awards. SKILLS USA is an extracurricular activity of T&I programs that aids in the development of activities needed to exercise effective leadership to fulfill occupational, social, and civic responsibilities. Members will receive training and experience in public speaking and parliamentary procedure. SKILLS USA members also participate in skill contests on local, state and national levels

HIGH SCHOOL STUDENT ACTIVITIES

BAND	NATIONAL HONOR SOCIETY
BASEBALL	NATIONAL TECHNICAL HONOR SOCIETY
BASKETBALL	NEWSPAPER
CHEERLEADING	PRINCIPAL'S STUDENT LEADERSHIP
CLASS OFFICERS	LEADERSHIP (CEO) TEAM
CROSS COUNTRY	RUGBY
DESTINATION IMAGINATION	SKILLSUSA
DRAMA CLUB	SOFTBALL

EDUCATORS RISING (EAST)	STUDENT AMBASSADOR
FLAG CORPS	STUDENT COUNCIL
FOOTBALL	TRACK
JROTC (EAST)	VOLLEYBALL
MARCHING BAND	YEARBOOK

*All K-8 Buildings please see the administrator for a list of activities . YREC students are eligible to join YSU clubs.

STUDENT COUNCIL

Student Council is open to all students, 6-12, who are elected through student vote. To participate students must be considered on track to graduate on time and they must meet minimum GPA requirements as established by the school. The goal of the Student Council is to help the school operate smoothly and to sponsor activities that promote school spirit or provide recreation for the student body.

TELEPHONES

Office phones are reserved for school business only. See policy on Electronics in school for revised cell phone procedures.

TEXTBOOKS/CHROMEBOOKS/IPADS

When given a textbook, books from the library, Chromebooks, or iPads, the student is responsible for its care. If books are lost, stolen, or damaged, the student is responsible for the cost of its replacement or repair. The student should write his/her name in ink in each of his/her textbooks at the time the book(s) are issued. You must return the book with the book number issued to you. Chrome books and iPads are the responsibility of students. Please ensure they are taken care of, not lost and/or mistreated. *An insurance policy is coming soon!*

TRANSCRIPTS AND RECORDS

A transcript release form must be signed by a parent/guardian or student (if over 18). Official transcripts will not be sent to students or parents, but only to institutions or organizations designated by the student. To review cumulative records, a parent/guardian or student (over 18) must request the review in writing. The records will be reviewed in the presence of a school official.

TRUANCY

All students are expected to attend school regularly in accordance with state law. Students who are truant from school are subject to school disciplinary action and/or referral to the Juvenile Court System. In accordance to SB410, habitual truants and chronic truants will be referred as delinquent children.

VENDING MACHINES

Food and beverage machines are to be used only before and after school or during a student's scheduled lunch period. Vandals will be held responsible for the costs of their damage and subject to disciplinary action.

No refunds - Use at your own risk.

VISITORS

All visitors must register in the main office and receive a visitor's pass. Visitors must state the purpose of their visit. For the safety and security of our students and staff, visitors will be given a pass that designates the destination of the visitor. Visitors (Limited to only Parent, Guardians, and State/Local Agencies) may observe their child's class(es) with 48 hours notice or other areas only upon approval by the principal or assistant principals. Parents/Guardians wishing to conference with teachers must make an appointment at least 48 hours in advance. Visitors will be required to show a photo ID. Visitors are expected to comply with school rules and may not discuss their child's progress with staff during the school day without an appointment. Persons failing to comply with the above procedures will be considered trespassers.

We do not permit students from other schools to visit. Students who want to see the school with the intention of enrolling may schedule a visit. The parent should call the office of the principal to make arrangements. Small children should not be brought to school.

WEAPONS

Ohio law makes it a felony for any person to convey, attempt to convey, or possess any weapon or dangerous ordinance onto or on any property owned or controlled by, or to any school sponsored activity. Possession or use of a weapon will result in a recommendation for mandatory expulsion and charges will be filed with the police.

As used in the Code of Student Behavior, "weapon" is defined as any device that by its design may be used for offensive or defensive purposes. Examples are: firearms; guns (air or gas); knives, defined as any edged instrument regardless of blade length; picks; saps; martial arts instruments; aerosol propellants such as pepper spray or mace and the like; stun guns and the like.

As used in the Code of Student Behavior, the "use of a weapon" shall include, not only use of items defined as a weapon, but shall also include look-alike weapons and/or any device which has been converted for use of threatened use as a weapon. Examples are: assault or threatened assault of another with items which have other primary purposes such as a chair, choke chain, pencil or pen, a hammer, aerosols of any kind, deodorant or perfume, etc. The examples given are not exhaustive, but only representative.

WITHDRAWING FROM SCHOOL

The student wishing to withdraw from YCSD must follow the procedures outlined below:

1. Report to the main office to obtain a "Student Withdraw Form".
2. Take the card to each class, turn in books, and obtain an in-progress grade from the teacher.
3. Return the completed card to the unit office secretary for processing and completion of the withdrawal.
4. Any unpaid obligation will be transferred to permanent records, and requests for credits and recommendations may be upheld until these obligations are fulfilled.

2020-2021 HOME-SCHOOL CONTRACT

As a YCSD parent, I will....

- Check and monitor my child's progress regularly.
- Attend interim report pick-up nights and/or talk with my child's teachers by phone or in person at least once per semester.
- Ensure that my child has completed all assigned homework.
- Ensure that my child is complying with YCSD policies such as dress code.
- Ensure that my child regularly attends school at the designated times.
- Immediately report absences and late arrivals to school by calling the school office.

As a YCSD student, I will...

- Attend school and be on time.
- Model Trust, Respect, and Responsibility
- Maintain a level of academic performance that meets or exceeds expectations.
- Use behavior in school that meets or exceeds standards and expectations established by the Youngstown City School District (YCSD).
- Be properly dressed and follow the YCSD dress code/uniform policy.
- Accept the decisions of the YCSD's staff as appropriate consequences for misbehavior.

As a YCSD teacher, I will...

- Provide a structured learning environment that promotes high student achievement.
- Provide students with challenging instruction per standards of success in learning.
- Emphasize personal responsibility, self-discipline, and self-respect through fair and consistent discipline policies/classroom plans.
- Model Trust, Respect, and Responsibility
- Respond to parent/student concerns in a timely manner.
- Monitor student hall pass use
- Provide a safe and orderly environment that is drug and violence-free where all students can learn.

APPENDIX A

BUILDING SPECIFIC PROCEDURES