

STUDENT HANDBOOK



The Academy For Urban Scholars' mission is to create articulate, critical thinkers, and lifelong learners, who are socially responsible, resilient, and productive citizens in an increasingly diverse global community and economy that leads to graduation.

About this Handbook

This handbook has been designed to answer your questions and make you aware of The Academy for Urban Scholars' (AUS) rules, policies, procedures and other matters of interest to you or your child. AUS policies, procedures, and other matters contained herein are subject to revisions at any time by the AUS Board of Directors.

School's Mission:

The AUS mission is to produce work ready, college-ready, caring, articulate, critical thinkers, and lifelong learners, who are socially responsible, resilient, and productive citizens in an increasingly diverse global community and economy that leads to graduation.

School's Aspiration Statement:

The Academy for Urban Scholars aspires to lead the nation in educating urban youth by changing the paradigm of how education is delivered in the urban community. We will create a model which produces responsible, educated, and productive holistic citizens to ensure they are equipped with the tools to enter the workforce.

The Seven Pillars in life and learning expectations at AUS are:

-Safety -Teamwork -Data Driven -Respect -Academic -Character -Celebration

AUS mission is focused on encouraging all students to learn and become contributing citizens in the 21st century. In order to achieve this goal, the facility, staff and programs are dedicated to maximizing students' achievements and character development. AUS supports strong parental/community involvement, the promotion of innovative learning outcomes, and engaging teaching methods.



Non-Discrimination Policy

The school will not discriminate on the basis of race, color, religion, disability, national origin, age or sex in the administration of its educational and admissions policies.

Educational Philosophy:

AUS philosophy focuses on meeting the educational needs of each student first and ensuring that each student receives a quality education. We believe all students should be challenged in a learning atmosphere where they will learn and achieve academically. AUS educational philosophy strongly believes and supports the notion that all students have the ability to learn. *"It's not too late to graduate!"*

We believe that:

-  Urban students, the same as all others, are born to serve an important purpose
-  Urban students, like 'seeds', already possess the ingredients necessary to 'bloom and manifest' their unique purposes

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- ✦ To achieve their purpose in life all students must believe in themselves, know their history and embrace their heritage
- ✦ When students are afforded a nurturing professional environment they will reach their maximum potential and become empowered to become productive citizens
- ✦ Administrators and staff of urban students must exhibit integrity, professional esteem, academic knowledge, instructional competence, and an intense desire to advance student development, inter-dependence and scholastic excellence

Therefore:

AUS's educational team will provide a learning environment that:

- ✦ Will prepare urban and other students to successfully meet or exceed state mandated assessments
- ✦ Will enable teachers to integrate culturally specific historical contributions to world civilization
- ✦ Will enable urban students to successfully live and work in a rapidly changing environment of the 21st century

Vision:

We envision a learning environment:

- ✦ That provides
- ✦ Where we build foundation of cultural, racial, and social diversity

Commitment:

To nurture realization of the mission and vision AUS will immerse its students, parents, community and staff in an exciting collaborative academic self-development process that:

- ✦ Instills a sense of community, accomplishment, efficacy, confidence necessary to maintain a balanced mind, body, and spirit.
- ✦ Fosters hope for parents, community and other stake-holders with a vested interest in the development of all students.
- ✦ Focuses on the 'recovery' of a significant number of students have not succeeded in traditional schools.

With the collaborative efforts of a concerned community, a dedicated board, a competent school staff, optimistic parents, students, and other stakeholders; the school can indeed become a healthy 'home-away-from-home' and become a catalyst helping to unlock the unrealized potential of urban students'.

STUDENT HANDBOOK OF RULES AND RESPONSIBILITIES

"The Academy for Urban Scholars is a community charter school established under Chapter 3314. of the Ohio Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are

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prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education.”

AUS is a non-traditional high school that supports all students ages 14-22 and is dedicated to preparing students to become self-sufficient and future leaders. AUS is responsible for instilling dignity, respect, care and discipline in its students. The staff at AUS is charged with the responsibility to issue consequences to any student whose behavior is in violation of AUS expectations. This is necessary because we seek to establish a learning environment by creating an atmosphere that:

1. Ensures the health, safety, and welfare of each student
2. Prevents disruption of the educational process
3. Protects the building and grounds from vandalism and destruction

ATTENDANCE

Regular attendance is required of all students. Student must complete a minimum of 920 hours of instruction annually. Because Ohio law requires that home and school make contact each day a student is absent, SCHOOL MUST BE NOTIFIED 30 MINUTES PRIOR TO SCHOOL STARTING ON THE DAY OF THE ABSENCE.

- I. **When a student is absent five days a phone call from school representative and a warning will be sent home; a school representative may conduct a home visit in attempt to contact student/parent/legal guardian.**
- II. **When a student is absent ten days, the student/parent/legal guardian will be advised that the student is at risk from being withdrawn from school and a school representative will conduct a home visit. A warning will be sent home.**
- III. **When a student is absent fifteen days a warning will be sent and school representative will attempt to contact student’s emergency contacts and conduct a home visit.**
- IV. **After 20 consecutive days of being absent from school student will be withdrawn from school.**

Withdrawal

A student who fails to participate in one hundred five (105) consecutive hours of learning opportunities offered, unless the student’s absence is excused will be automatically withdrawn . Otherwise, a Student/Parent/Legal Guardian may withdraw a student voluntarily by signing a Voluntary Withdrawal form. Student’s withdrawal status will be reported to all legal entities as applicable.

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Excused absences

Students are required to report absences when they are unable to attend school. Absences should be reported by contacting the attendance office. School must be notified 30 minutes prior to school start on the day of the absence. Copies of doctor's excuses or other reasonable excuses can be provided in person, mailed, or sent via fax to school office. Absences will then be judged as excused or unexcused by administration. A written statement of the cause for absence from the student/parent/legal guardian must be submitted to the school within five school days or the absence will be considered unexcused. No excuse will be accepted after 30 days of absent. The enrollment office will make a note in the reporting system any excuse received after the first five days.

Absences due to the following will be excused:

- Personal physical illness that would attendance at school
- Personal mental illness such that will not benefit from instruction
- Illness of child
- Death in the family
- Observance of religious holidays
- Quarantine of the home
- Court subpoena
- Recertification with Ohio Department of Job and Family Service
- An emergency or circumstances that in judgment of the school constitute a good and sufficient cause of absence.

Administrator reserves the right to verify such statements and to investigate the cause of each single absence.

Make-up work for excused absences

Make up work includes computer and in class assignment. Teachers will assist a student with makeup work for excused absences; however, it is the student's responsibility to initiate make up work with each teacher. Students have the number of days absent to make up their missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes. A written plan is required with more than five days of absence.

Unexcused absences

Unexcused absences are when student/parent/legal guardian fails to submit a written statement of the cause for absence within five school days of the absence. Unexcused absences can only be modified with a written excuse from the student/parent/legal guardian with 30 days of absent. The enrollment office will make a note in the reporting system any excuse received after the first five days.

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Make-up work for unexcused absences

Assignments for which a grade was taken for that class or day of unexcused absence may be counted as a zero at the discretion of the teacher. Out-of-school suspension is also an unexcused absence caused by student conduct. However, school may permit students to make up missed work due to out-of-school suspensions per school policy.

Truancy Policy

The AUS district endeavors to reduce truancy through cooperation with parents, diligence in investing the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

A positive school climate requires students to: follow school rules; accept guidance from school staff; respect themselves and others; and be active citizens. The Board of Education has zero tolerance of violent, disruptive or inappropriate behavior by its students. Student conduct shall be governed by the rules and provisions of the [Student Code of Conduct/Student Discipline Code]. This policy will be reviewed periodically.

It is the responsibility of students, teachers and administrators to maintain a school environment that:

- Encourages all students to be actively engaged in their learning;
- Has consequences that are fair and developmentally appropriate;
- Relies on preventive and supportive interventions to support positive behavior and academic outcomes; and
- Fairly enforces the [Student Code of Conduct/Student Discipline Code].

All students and families are provided a copy of the [Student Code of Conduct/Student Discipline Code], which contains the rules and regulations that each student is expected to adhere to while in school or participating in any school-related activity, regardless of its location. The district has developmentally and age-appropriate discipline strategies ranging from preventative approaches to supportive interventions to address student misbehavior, including excessive absences. Students who do not follow school rules on school property and/or at school-related events will be disciplined according to the terms set forth in the [District's/Board's] approved [Student Code of Conduct/Student Discipline Code]. The [Student Code of Conduct/Student Discipline Code] provides students and families with examples of the types of behaviors that would subject a student to disciplinary action ranging from suspension or expulsion to other less severe forms. Suspension and expulsion will only be used once other options have been exhausted, unless the student's behavior poses a threat to the safety of him/herself or others

A student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse or other harmful or disruptive behavior toward school personnel or school personnel's property during non-school hours.

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If a student's suspension is longer than the school year, the student will not be required to complete the suspension at the beginning of the next school year. However, the student may be required to complete community service or an alternative strategy for engagement, per the superintendent, to be completed during the summer.

Students may be subject to discipline for violation of the [Student Code of Conduct/Student Discipline Code], even if that conduct occurs on property not owned or controlled by the [District/Board] but that is connected to activities or incidents that have occurred on property owned or controlled by the [District/Board], or conduct that, regardless of where it occurs, is directed at a [Board/District] official or employee or the property of such official or employee.

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

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

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year, the following will occur. The school's attendance officer will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement. If a student's absences surpass the threshold for a habitual truant, the principal or chief administrator of the school or the superintendent of the school district shall assign

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the student to a district absence intervention team, which will develop an intervention plan for that student. Every effort will be made to include a parent, guardian or custodian as a member of the student's absence intervention team. Notice of the plan developed by the student's absence intervention team will be provided to the student's parent, guardian or custodian. At no time, however, will students be expelled or suspended out of school due to excessive absences or truancy.

Legal refs: ORC 3313.20 (Rules - locker search policy - professional meetings) ORC 3313.534 (Policy of zero tolerance for violent, disruptive or inappropriate behavior) ORC 3313.66 (Suspension, expulsion or permanent exclusion-removal from curricular or extracurricular activities) ORC 3313.661 (Policy regarding suspension, expulsion, removal, and permanent exclusion) ORC 3313.662 (Adjudication order permanently excluding pupil from public schools) ORC 3321.191 (Adoption of policy regarding student absences; intervention strategies)

A STUDENT SHALL BE WITHDRAWN FROM THE SCHOOL
AFTER 105 CONSECUTIVE HOURS/20TH DAY OF ABSENCE.

EXCUSED ABSENCES

Some absences from school are unavoidable. Therefore a written statement of the cause for absence from the student/parent/legal guardian must be submitted to the school within five school days or the absence will be considered unexcused.

Absences due to the following will be excused:

- ✚ Documented illness of child/student
- ✚ Death in the family (parents, siblings, grandparents, aunt, uncles)
- ✚ Observance of religious holidays
- ✚ An emergency or set of circumstances that in judgment of the school constitutes a good and sufficient cause of absence.

The administration reserves the right to verify such statements and to investigate the cause of each single absence.

MAKE-UP WORK

Teachers will provide make-up work for students with excused absences. Nevertheless, it is the student's responsibility to request make-up work from each teacher. Students have the number of days absent plus one to make up their missed work. In the case of tests, quizzes, and labs special arrangements will be made to afford the student enough time to make up work in all of his/her classes. A written plan is required for students with more than five consecutive days of absence.

WITHDRAWAL

The Ohio General Assembly enacted House Bill 364 and House Bill 95, which determined many attendance procedures for community schools. These bills require a student to be withdrawn from school when he/she fails to participate in one hundred five (105) consecutive hours of learning opportunities offered, unless the student's absence is excused. Otherwise, a student's Parent and/or Legal Guardian may withdraw their student by signing a voluntary withdrawal form. Students eighteen or over may withdraw themselves by signing a Voluntary Withdrawal form.

CARE OF SCHOOL PROPERTY

All stakeholders are responsible for the proper care of school property, supplies and equipment.

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Strict consequences will be imposed for the loss, damage or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, as well as for damage to school buildings and/or grounds. AUS reserves the right to withhold a report card or transcript from any student who has not completely paid his/her fines.

DRESS AND GROOMING

AUS requires all of its students to comply with the dress code adopted by the governing authority.

- **No gang color in any clothing garments, ie: red shirts, blue shirts, black shirts**
- **No white t-shirts**
- **No head wraps/scarves**
- **No cleavage**
- **No sagging pants...underwear cannot be showing**
- **No t-shirts of any color except on dress down days (TBD), no explicit language**
- **No collar shirts in red, black or blue color**
- **No ball caps, hoodies may be worn but must stay off students head**
- **No pajama pants**
- **No house shoes/slippers**
- **Hair must be neat**

EMERGENCY SCHOOL CLOSING

Information about a school closing (due to weather or an emergency) will be broadcasted on the school's telephone system, radio and local television stations.

RELEASING STUDENTS

If one parent has been awarded custody of a student by the courts, the parent with custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations on the rights of the non-custodial parent. Without court documents, AUS will presume the student may be released into the care of either parent.

No student will be released to anyone who is not authorized by the parent to receive the child. Parents must provide in writing to administration the names of individuals to whom the school is authorized to release their child(ren). The school must have received this written list before it will release the child to anyone other than a recognized parent or guardian.

Anyone picking up a student must show proper identification.

EDUCATIONAL FIELD TRIPS

Students may take periodic educational field trips throughout the school year, these trips are via approved licensed and insured transportation vendors and chaperoned by AUS staff. A permission slip must be signed and kept on file for each student.

STUDENT OPERATED VEHICLES

Students may park their vehicles in the parking lot during hours of school operation and other school sponsored events when they are in attendance. AUS is not responsible for any loss or damage to student vehicles parked on AUS premises or the contents therein. Students are only permitted to drive with a valid driver license and proof of insurance.

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SELLING ITEMS

Students are prohibited from selling any items on school property, including the school bus, without expressed written permission from administration.

COMMUNICABLE DISEASE

School procedure for most communicable disease and many nuisance diseases and infestations such as pinkeye, ringworm, scabies, rashes, unknown skin eruptions etc. is as follows: A student is excluded from school until all symptoms disappear or a written release from the doctor is submitted. The chart below should help determine how long a student with some common childhood diseases should be kept out of school:

1. Chicken Pox-7 days or longer, or until all lesions are dry (whichever is longer)
2. Measles (Rubeola)- 7 days after appearance of rash
3. Mumps- Until swelling is gone (about 7 days)

PREGNANT STUDENTS

No student who is enrolled in AUS shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual potential parenthood.

Students will be excused from testing and school with a physician excuse.

AUS reserves the right to require as a prerequisite for participation in either a curricular or extracurricular activity a physician's written statement that such activity is not injurious to her health nor jeopardizes her pregnancy.

STUDENT CODE OF CONDUCT

STATEMENT OF GENERAL POLICY

At AUS, we believe it is important to live and practice the values, positive character traits and behaviors that we teach every day. To this end, we have formulated specific rules, regulations, policies and procedures to provide guidance to

1. Students - to that there will be no ambiguity as to what is expected, and
2. Staff - so that when it is necessary to discipline a student, it will be done fairly and respectfully.

Students/ Parents/Guardians must receive a copy of, and review, the Student Code of Conduct and Disciplinary Policies and Procedures, and acknowledge that they have done so in writing.

The expectations placed upon all of our students are as follows:

1. Students will respect authority and conform to school rules of conduct
2. Students will be respectful of one another
3. Students will respect the rights and property of others, including teachers, students, and the school
4. Nonviolence, peace and concern for one another is the foundation of all school activity
5. Each person possesses unique gifts that should be recognized and accepted
6. Each student will attend school each day, be on time, and be prepared to learn
7. Students will wear the appropriate uniform each day, and will present a neat clean appearance
8. Students will exercise self-discipline and self-control in all aspects of school activities

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ALL STUDENTS ARE EXPECTED TO CONFORM TO THE SCHOOL CODE OF CONDUCT AND ARE SUBJECT TO THE SCHOOL'S DISCIPLINARY PROCESS

STUDENT DISCIPLINE POLICY

Suspension, Expulsion, Exclusion, ORC 3313.66, 3313.661, 3313.662.

A sound educational program can be carried out with good discipline. The atmosphere at The Academy for Urban Scholars must be such that the teacher can teach and the student can learn. The school and each classroom will be organized and managed to ensure a safe and orderly environment for students and school personnel where effective teaching and learning can occur.

The Academy for Urban Scholars uses progressive discipline and works to keep all students in class and learning. Our primary concern is each individual child. However, it must be known that **students are prohibited from engaging in behaviors endangering the safety of others, infringing upon the rights of others or interfering with the school program and educational process.** Whenever such behavior occurs, appropriate disciplinary actions will be taken.

When disciplinary actions are warranted, The Academy for Urban Scholars Administration will strive to maintain a constructive approach that focuses on positive changes in behavior and minimizes any interruption of the education process.

Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time.

District Zero Tolerance Policy

Ohio law required the school board of each city, exempted village and local school districts, to adopt not later than July 1, 1998, a policy of "Zero Tolerance" for violent, disruptive and/or inappropriate behavior, including excessive truancy and to establish strategies ranging from prevention to intervention to address the behavior.

13.1 STUDENT CODE OF CONDUCT

The Academy for Urban Scholars School District, in an effort to promote an improved learning environment, unfettered by disruptive student conduct, has adopted a code of district policies and procedures dealing with student behavior. This comprehensive Code of Student Conduct is developed for the encouragement of knowledge, creativity, tolerance, understanding and protection of all learners. Proper discipline is fundamental to a sound educational environment and is

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essential for safe and orderly schools. It is intended that this Code of Student Conduct give direction for proper student behavior in the classrooms, halls, and grounds of the school system during school hours and during any extracurricular or school-sponsored event on or off campus. This Code of Student Conduct is to establish behavior standards for students, delineate specific violations of school rules, and outline appropriate responses to student misbehavior. Acts of gross misconduct, flagrant discourtesy, abusive or vile language, acts of violence and/or deliberate insubordination are not to be tolerated and should be referred immediately to the administration or Administration. Procedures for emergency removal, suspension, expulsion, and permanent exclusion are included. The authority of the Ohio Department of Education to regulate matters of student behavior is identified in various portions of the *Revised Code* of the State of Ohio as indicated.

Off Campus Conduct

Conduct that occurs off The Academy for Urban Scholars grounds and/or at non-school related activities may be the subject of discipline by the school administrator if the conduct has a relation to the school and has a direct effect on the general welfare of the school

13.2 STUDENT DISCIPLINARY PROCEDURES

13.2(A) Disciplinary Write-Ups

Where applicable, before the teacher completes a The Academy for Urban Scholars Disciplinary Form on a student, they will have given that student three chances to comply with school policy. When a student chooses not to comply with school policy, a teacher will submit a The Academy for Urban Scholars Disciplinary Form to the office of the School Director outlining the time, date, and infractions of the offending student. It is the responsibility of the School Director or their designee to investigate all disciplinary matters and to assess demerits if found necessary.

13.3 DISCIPLINARY DEMERIT (POINT) SYSTEM)

In conjunction with The Academy for Urban Scholars School District Code of Conduct, The Academy for Urban Scholars Disciplinary Demerit System is primarily a demerit system categorized by five (5) types of code of conduct violations. **Types I-IV Violations are assessed a predetermined amount of demerits. Type V Violations** are not assessed demerits and will be addressed later in this section.

13.3(A) Point Deduction

Students begin each year with 100 points. Demerits subtract from this 100 point total, with various interventions at certain point levels. A discipline report outlining the number of demerits a student has received shall be provided at the time of every nine week report card to parent(s)/legal guardian(s).

13.3(B) Point Recovery

The Academy for Urban Scholars School District's Code of Conduct also allows for students to earn back points through various ways (community service, exemplary acts of integrity, assigned research projects, etc.) All students who wish to earn back points must set up an appointment with their parents and the building administrator to discuss the details of the project and how many points will be awarded for its completion. A student may earn back no more than twenty (20) points during the school year. The building administrator has the right to refuse points being awarded back to any student when their judgment deems necessary.

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13.4 VIOLATIONS OF THE CODE OF CONDUCT

Student code of conduct violations are categorized by types. **Type I Violations** are considered to be the least serious with **Type V Violations** being the most serious. **Type V Violations** will be discussed later in this section.

13.4(A) Type I Violations

Type I Violations are assigned two (2) demerits. All violations, demerits, and consequences will be assessed to the student by the School Director.

- **Classroom/School Disruption**— A student shall not disrupt or obstruct the educational process during any curricular or extracurricular activity. Be aware that the school administration shall be authorized to assign disciplinary action to any student who causes or participates in any disturbance or any disruption of any school class, program or activity. The school administrator, concerned and other school personnel shall make every effort to protect the personal safety of students and adults and the safety of The Academy for Urban Scholars property during any period of student unrest when the orderly operation of the school is disrupted. The school administrator shall make every effort to return the school to an order operation as soon as possible after disruption occurs.
- **Littering**— A student shall not litter any interior or exterior area owned by or under the control of The Academy for Urban Scholars School District.
- **Loitering**— A student shall not loiter in restrooms, hallways or other areas of the building, nor participate in an activity for which the area was not designated or intended.
- **Tardiness to class**— Tardiness is disruptive to the educational process. After the bell has rung a student is considered tardy to class. Fifteen minutes after the bell has rang it moves into the definition of skipping. Excessive tardiness can have an adverse effect on student achievement.
- **Unprepared for class**— A student does not have the necessary writing utensil, text, notebook, homework, and any other items that are required for that class.
- **Running in the hallway--** A student must not run in the hallway and always walk to the right. This ensures safety for all students and staff.
- **Food or Beverage consumption outside of Cafeteria without permission--** No student is to consume food outside of the school Cafeteria without the permission of their teacher or school administrator.
- **Chewing gum--** The Academy for Urban Scholars School District does not allow chewing gum during school hours. Exceptions may be made at various times by the building administrator.
- **Leaving Cafeteria without permission--** A student must have a pass from a teacher or administrator when leaving the Cafeteria during breakfast or lunch periods.
- **Locker Disorganization--** Students shall keep their lockers organized and free of clutter in accordance with school rules.

13.4(B) Type II Violations

Type II Violations are assigned five (5) demerits. All violations, demerits, and consequences will be assessed to the student by the School Director.

- **Falsification--** Lying or giving false information in any manner to school staff.

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- **Publication, display and or distribution of unauthorized materials**— A student may not distribute any materials (publications, ads, food, etc.) to The Academy for Urban Scholars staff, students, or display (hang up on walls) without the express permission of the school administrator.
- **Failure to identify one's self to school personnel**-- A student must give all basic information to staff when requested. This includes, but is not limited to their name, address, parent's contact information, grade, and proper bus route.
- **Public Display of Affection**— Students shall refrain from any excessive display of affection such as kissing, suggestive touching or sustained hugging while on school grounds.
- **Profanity**— A student must not use inappropriate, profane, vulgar language, and/or gestures.
- **Use of laser pointer**- Laser pointers are banned from school buildings, school vehicles and on school property with the exception of usage by an adult or someone supervised by an adult for educational purposes only.
- **Cell phone or other electronic devices**-- A student may not use any electronic device, including cell phones, during school hours without the express permission of a staff member, teacher, or School Director. The safety and security of cellular phones, cameras, beepers and all other electronic communication devices are the sole responsibility of the student. The Academy for Urban Scholars will not be held liable for lost or stolen items. If a student is caught using these items, disciplinary points will be assigned and the device may be confiscated. If confiscated the School Director will determine the time and conditions of its return.

Parent(s)/legal guardian(s) or students wishing to contact each other during school hours must do so by using the school office.

13.4(C) Type III Violations

Type III Violations are assigned ten (10) demerits. All violations, demerits, and consequences will be assessed to the student by the building administrator.

- **Fraudulent Behavior**— A student shall not cheat, lie, mislead, forge, misrepresent, plagiarize, or engage in any other deceitful act while under the jurisdiction of the school, while fulfilling responsibilities associated with being a student, or while representing the school in any capacity. This includes district computer use policies and procedures. Presenting someone else's work as one's own in order to obtain a grade or credit is considered cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, and plagiarism/internet plagiarism. Students who violate this policy will receive zero credit for assignments or work involved, will accrue disciplinary points and may be subject to further disciplinary consequences by an administrator.
- **Inappropriate use of the District Technology/Internet**— The use of the telecommunication network for illegal, inappropriate, or unethical purposes by students is prohibited. Students using District Technology/Internet on school grounds are expected to comply with the acceptable use policy and procedure of the district. The use of Technology/Internet must be in support of education and research and consistent with the educational objectives of The Academy for Urban Scholars School District. Use of the network and computer resources must comply with rules appropriate for that network. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:
 1. Using profanity, obscenity or other language which may be offensive to another user

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2. Copying commercial software in violation of copyright law
3. Using the network for financial gain, for commercial activity or for any illegal activity
4. Accessing and/or viewing inappropriate material.

On-line services provide connections to other computer systems located all over the world and this school district cannot control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive. The school administration does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or will not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line service use.

Students engaging in any of the behaviors described above are subject to severe penalties including:

1. Denial of access to computer and network equipment and resources
 2. Intervention
 3. Suspension
 4. Criminal Charges
 5. Expulsion
- **Insubordination/Disrespect to staff**— A student shall obey all reasonable directions and instructions given by school personnel, and act in a respectful manner toward school personnel during any period of time when the student is under the jurisdiction of the school or in the general community.
 - **Horseplay**— A student shall not perform or participate in any act that could result in injury to self or another person, including engaging in rowdy behavior.
 - **Trespassing**— Any student who is found in violation of use of the school building or property after school hours without prior permission by school staff or administration is trespassing. This also applies to students who have been removed from school due to an emergency removal, out-of-school suspension, expulsion, or permanent exclusion from school activities. The Academy for Urban Scholars reserves the right to have anyone found trespassing on its property removed from the school premises by proper school authority or law enforcement officers.
 - **Fake fighting**— No student shall participate in horseplay, play fighting or rough housing with other students.
 - **Damage/Vandalism to Property/Misuse of School Resources/Facilities** — A student shall not cause or attempt to cause damage to school property, public property, or the personal property of others at any school activity on or off school grounds. Any financial damages as the result of vandalism or misuse of property shall be the responsibility of the student and their parent(s)/legal guardian(s). In circumstances where a student is deemed to be responsible, either in whole or in part, for damage or defacement of school property or the personal property of others, repair or replacement costs will be the responsibility of the student and parent. All resources and facilities of The Academy for Urban Scholars shall be used solely for legitimate and authorized academic, instructional, research or administrative purposes. Any unauthorized or illegitimate use of the resources and/or facilities (e.g. graffiti or destructive acts) shall constitute a violation of school policy and will subject the violation to disciplinary and/or legal action.

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- **Leaving class without permission**— A student is not permitted to leave class without permission granted from the teachers or school administration. For grades sixth thru twelfth there are no passes given to students the first 25 minutes of class. It is the student's responsibility to use the restroom and get needed materials from lockers during class change.
- **Food fighting--** No student shall throw or place food on any person or their property while on school grounds.

13.4(D) Type IV Violations

Type IV Violations are assigned fifteen (15) demerits. All violations, demerits, and consequences will be assessed to the student by the building administrator.

- **Skipping class** - Fifteen minutes after the bell has rung a student is considered skipping class. Skipping class is a serious violation of school policy, as school administration must account for all student' whereabouts throughout the day. All students must have permission from school staff or administration to not be in class at the appropriate time.
- **Failure to accept school consequences** - Any student who fails to comply with a consequence set forth by school administration for a violation of the Code of Conduct will be assessed fifteen (15) demerits in addition to any demerits assessed for the original violation. The consequence set forth by the administration **must still be served by the student**. In extreme cases where a student fails to comply with discipline consequences, the building administrator reserves the right assess the student a Type V violation which may result in suspension up to permanent expulsion, or forfeit the student's right to attend the Academy for Urban Solutions.

13.4(E) Type V Violations

Type V violations are extreme cases, which carries a minimum suspension up to permanent expulsion. The suspension or explosion will be based upon student's intentions, severity of actions, and frequency of discipline occurrences.

No student shall receive more than four (4) Type V Violations within a given school year. Any student who receives four (4) Type V Violations will be expelled from The Academy for Urban Scholars School District.

The following are Type V Violations. Type V Violations are not assessed demerits. Consequences for **Type V Violations** will be assessed to the student by the building administrator on a case by case basis by using the criteria outlined above.

- **Emergency Evacuation Procedures**— A student shall not interfere with any emergency evacuation procedures for fire or tornado drills by failing to comply with drill procedures.
- **Gambling**— A student while on school premises or at a school-sponsored activity, shall not engage in gambling or games of chance. Playing cards, dice, and other items commonly associated with gambling shall neither be brought to or used in school, unless part of an approved educational game or activity. Approved school groups may sponsor fundraising raffles with the permission of the School Director.
- **Misrepresentation of School** - No student shall misrepresent the school by displaying or publicly posting negative language, pictures, videos, etc. of The Academy for Urban Scholars students or staff in the mass

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media (local newspaper, flyers, internet, etc) under the title “FCP”, “The Academy for Urban Solutions” and or “The Academy for Urban Scholars School District.

- **Gangs/Gang Activity** - A student while attending The Academy for Urban Scholars shall not organize, join or belong to a gang or other secret society that promotes violence or illegal activities. Gang activity in any form is not tolerated at the Academy for Urban Solutions. Communication will be maintained with the police, court and school officials on all gang activity within The Academy for Urban Scholars School District. Involvement and jurisdiction of school authorities in gang-related incidents will be determined in cooperation with the police and legal authorities. These officials will consider the nature of the incident on others.
- **Assault, Fighting, or Hitting**— A student under the jurisdiction of the school shall not cause or threaten physical injury nor behave in such a way which could cause physical injury to another student or staff member.

13.5(F) ZERO-TOLERANCE WEAPONS POLICY

Please refer to the Gun Free School Act of 1994 for further details.

- **Dangerous Weapons and Instruments**— A student, while under the jurisdiction of the school, shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence. Possession shall be defined, but not be limited to the following: objects carried or concealed on one’s person; objects contained in one’s locker or any other setting selected to conceal such item(s) or material(s); and objects contained in a vehicle owned or driven by such person. Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone. The Academy for Urban Scholars is committed to providing the students of the school with an educational environment which is free of the dangers of firearms, knives, chemical devices and other dangerous weapons (including “look alike” weapons).

The definition of a firearm shall include: any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school sponsored activity, the school administrator shall **expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities**. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The school administrator may reduce the one-year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

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Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to: *a cutting instrument having a sharp blade*. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Administration shall expel the student from school, subject to the same conditions stated above.

Staff must emphasize to their student the seriousness of having possession of a firearm or knife or making a bomb threat on school grounds, other property or at an activity under its jurisdiction.

- **Drug Possession: including marijuana, narcotics, alcoholic beverages, and illegal/non-prescription drugs**— A student while under the jurisdiction of the school, shall not possess, use, transmit, conceal, or show any sign of consumption of any alcoholic beverage, illicit drug, inhalant, illegally obtained prescription medication, counterfeit or look-alike drug, or drug paraphernalia. Possession shall be defined, but not be limited to, the following: objects carried or concealed on one’s person; objects contained in one’s locker or any other setting selected to conceal item(s) or material(s); and objects contained in a vehicle owned or driven by such person. The use and/or abuse of drugs and alcohol have been proven to cause harmful effects on the social and intellectual development of children and youth and their mental, physical and emotional health.

Sale, use, or possession of drugs, counterfeit drugs, alcohol, or tobacco by students is an obstacle to this objective and interferes with the rights of students to receive quality academic instruction.

The Academy for Urban Scholars does recognize that use of illicit drugs and unlawful possession and use of alcohol is wrong, harmful and illegal. It also recognizes that individuals who are experiencing problems with alcohol and other drugs need assistance, which may vary. The Academy for Urban Scholars is committed to working cooperatively with student and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and reentry programs for students.

Our staff will take an active role in reducing and eliminating the use of drugs and alcohol by students through:

1. **Prevention:** (e.g. foster student self-esteem and confidence in their own abilities, make students, staff, parents and community aware of the symptoms and effects of drug and alcohol use and abuse; publicize the board’s position and expectations regarding drugs and alcohol)
2. **Intervention:** (e.g., identify students affected by their own and others’ use and abuse of drugs and alcohol at the Academy for Urban Solutions, on the school grounds, at school-sponsored events, in school-controlled vehicles or in any situation under the authority of The Academy for Urban Solutions).

THE ACADEMY FOR URBAN SCHOLARS students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol while at school or on the school premises. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation.

Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds, at all times. Any type of drug paraphernalia (tobacco products, matches, lighters, or other paraphernalia normally associated

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with tobacco use) is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation.

This policy is subject to enforcement and disciplinary action:

1. On property owned, leased by, or under control of the school, including vehicles for transporting students.
2. On any public or private property during scheduled school hours including lunch and class changes.
3. At any school-sponsored or sanctioned activity or event away from or within the school. Actions will be considered normal disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the school. Students, who voluntarily request assistance or counseling/self-referral in situations where no offense, as specified below, has been detected, may not be subject to disciplinary action based on information divulged.

Where an offense, as specified below, has been detected, violations of school policy will not be excused because the student has requested counseling.

According to state law, the Administration has the option of notifying the Registrar of Motor Vehicles or a Franklin County Juvenile Judge whenever a student is suspended or expelled for drug and/or alcohol possession or abuse. This may result in the loss of the student's driver's license.

Definitions

For purposes of these policies and regulations, the following definitions shall apply:

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances, and clove cigarettes.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distribution, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, weights, syringes, hypodermic needles, and cocaine spoons or kits.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance normal for the particular student (determination by school authorities as to what constitutes "under the influence" is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual (even if not for profit) any alcohol, drug or tobacco products.

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- **False Alarms**— A student shall not participate in any false alarm or threat related to emergency procedures that might cause confusion or harm to another persons or people. A student shall not participate in any situation that might result in a riot or extreme cases of unruliness on or off school grounds. Any financial damages or charges incurred by The Academy for Urban Scholars School district as the result of false alarms shall be the responsibility of the student and their parent(s)/legal guardian(s).
- **Hazing**— No student or person in attendance at this school will conspire to haze or engage in hazing, nor commit an act that injures, frightens, degrades or disgraces a fellow student or person attending such institution. Hazing activities of any type are 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 any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto 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.

Faculty members and all other employees of the school shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the school administrator.

- **Serious Safety Violations** - No student shall deliberately commits an act that could result in serious injury to self or to others (i.e., arson or other related activities).
- **Theft** - A student, while on school premises or at a school-sponsored activity, shall not steal, attempt to steal, or be in possession of stolen property or equipment belonging to the school district (including test or test materials) or the personal property of another student, teacher, visitor, person(s) or business.
- **Selling of Unauthorized Merchandise**-- A student may not sell any materials (drugs, publications, ads, food, etc.) to The Academy for Urban Scholars staff, students, or display without the express permission of the school administrator.
- **Leaving School Property without Authorization** - A student shall not leave the school grounds during the academic day without administrative authorization.
- **Violations of the Law** - A student shall obey all laws and ordinances of the city, county, and state when the student is under the jurisdiction of the school.
- **Harassment- THE ACADEMY FOR URBAN SCHOLARS Anti-Harassment “Bullying” Policy**
The State Board of Education defines a positive climate as “*one that emphasizes and recognizes positive behaviors, evokes nonviolence, cooperation, teamwork, understanding and acceptance toward all students and staff in, and in transit to and from, the school environment.*”

Students at The Academy for Urban Scholars are responsible to treat each other with dignity and respect. Any type of disrespectful comments or actions directed toward other students, whether intentionally or unintentionally, which cause interference with the educational process and opportunities of the school will be considered harassment.

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In accordance with federal and state laws and district policy, The Academy for Urban Scholars will not tolerate harassment against any staff member or student on the basis of sex, race national origin, religion age, disability or sexual orientation.

Per Section 3313.666 of the Ohio Revised Code, It is the policy of the Board of Education, Ohio Department of Education and that of The Academy for Urban Scholars that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.

1. Definition of Terms

Harassment, intimidation or “bullying” means *any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:*

Causes mental or physical harm to the other student; and Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, intimidation or “bullying” also means *electronically transmitted acts, i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:*

Causes mental or physical harm to the other student/school personnel; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the school district.

2. Types of Conduct

Harassment, intimidation or bullying can include many different behaviors including slurs, jokes, intimidation or any other verbal or physical attack directed at an individual’s sex, race, national origin, religion, age, disability or sexual orientation; overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

1. Extortion, damage or stealing of money and/or possessions
2. Physical violence and/or attacks; threats, taunts and intimidation through words and/or gestures;
3. Exclusion from the peer group or spreading rumors;
4. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web- based/online sites (also known as “cyber bullying”), such as the following:
 - a. Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);

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- b. Sending abusive or threatening instant messages;
- c. Using camera phones to take embarrassing photographs of students and posting them online; and using Web sites to circulate gossip and rumors to other students;
- d. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

5. **Sexual Harassment** includes but is not limited to unwanted hugs, touches, grabbing or brushing against another student, unwanted sexual advances or other sexual comments such as sexually oriented gestures, noises, remarks or comments about a person's sexuality. A student while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as sexual harassment. All types of sexual harassment are prohibited. Sexual harassment will include, but not be limited to, the following: verbal abuse, insults, suggestive comments, sexual demands, leering, subtle forms of pressure for sexual activity, physical aggressiveness, including any unwelcome physical contact, exposing another to sexually oriented pictures or text, telling sexually oriented jokes, attempted rape, or rape.

6. **Racial Harassment**— A student while on school premises or at a school-sponsored activity shall not engage in any behavior that could be characterized as racial harassment. Racial harassment can include: threatening behavior, intimidation, degrading actions, racial slurs or epithets (whether pictured, spoken, written, or computer generated), unwanted physical contact, discrimination, or violence. Any such harassment based on ethnic origin, gender, race, religion, or sex will likewise be considered a violation of this Code of Student Conduct.

7. **Harassment of Staff Members**— A student shall not interfere with the life style of any staff member. Interference may include disrespect, harassment, vandalism or any other disruptive actions.

1. Complaints

- **Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the School Director for review and action.

- **Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the School Director for review and action.

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- **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

- **Police and Student Protective Services**

Allegations of criminal misconduct will be reported to law enforcement, and suspected student abuse must be reported to Student Protective Services, per required timelines. The Academy for Urban Scholars School District must also investigate for the purpose of determining whether there has been a violation of The Academy for Urban Scholars School District policy or procedure, even if law enforcement or CPS is also investigating. All The Academy for Urban Scholars School District personnel must cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying/harassment/intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Revised Code or common law that may apply.

2. Disciplinary Action

Bullying, harassment and intimidation are **Type V Offenses**. Disciplinary responses will vary according to the grade level, and in addition to the measures listed above may include: emergency removal, referral to outside agencies (including law enforcement) home visitation; restitution; out-of-school suspension; expulsion or permanent expulsion.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

13.5 DISCIPLINARY INTERVENTION SCALE

The Academy for Urban Scholars School District Code of Conduct is primarily a demerit system with five (5) types of violations. **Types I-IV Violations** are assessed a predetermined amount of demerits. **Type V Violations** are not assessed demerits. Students begin each year with 100 points. Demerits subtract from this 100 point total, with various interventions at certain point levels. A discipline report outlining the number of demerits a student has received shall be provided at the time of every nine week report card to parent(s)/legal guardian(s).

The following is the Intervention Scale. This scale determines what disciplinary action shall be imposed upon a student once their points have been reduced anywhere in the following levels.

DISCIPLINARY INTERVENTION SCALE

	Written warning by staff. Document placed in student's file. Phone call is made to parent or
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90-80 POINTS	guardian. Demerits are added to annual total and letter sent home with student and mailed home to parent.
79-70 POINTS	Write up place in student's file and parent conference scheduled with School Director and teacher observing violation. Referral to Department of Skills Development for two (2) days. Demerits added to annual total and letter sent home with student and mailed home to parent.
69-60 POINTS	Write up place in student's file and parent conference scheduled with School Director and teacher observing violation. Referral to Department of Skills Development for five (5) days. Demerits added to annual total and letter sent home with student and mailed home to parent.
59-50 POINTS	Write up place in student's file and parent conference scheduled with School Director, teachers, of the primary building of student. Referral to Department of Skills Development for ten (10) days. Demerits added to annual total and letter sent home with student and mailed home to parent.
49-40 POINTS	Write up place in student's file and parent conference scheduled with School Director, teachers, of the primary building of student. One (1) day suspension from school. Demerits added to annual total and letter sent home with student and mailed home to parent. Once the student returns to school they shall be referred to the Department of Skills Development for five (5) days in skills development.
39-30 POINTS	Write up place in student's file and parent conference scheduled with School Director, teachers, of the primary building of student. Three (3) days suspension from school. Demerits added to annual total and letter sent home with student and mailed home to parent. Once the student returns to school they shall be referred to the Department of Skills Development for five (5) days in skills development.
	Write up place in student's file and parent conference scheduled with School Director, teachers, of the primary building of student. Five (5) days suspension from school. Demerits added to annual total and letter sent home with student

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29-20 POINTS	and mailed home to parent. Once the student returns to school they shall be referred to the Department of Skills Development for then (10) days in skills development.
19-10 POINTS	Write up place in student’s file and parent conference scheduled with School Director, teachers, of the primary building of student. Seven (7) days suspension from school. Demerits added to annual total and letter sent home with student and mailed home to parent. Once the student returns to school they shall be referred to the Department of Skills Development for five (10) days in skills development.
9-1 POINTS	Write up place in student’s file and parent conference scheduled with School Director, teachers, of the primary building of student. Ten (10) days suspension from school. Demerits added to annual total and letter sent home with student and mailed home to parent. Once the student returns to school they shall be referred to the Department of Skills Development for five (10) days in skills development.
0 POINTS	EXPULSION FROM THE ACADEMY FOR URBAN SCHOLARS

13.6 DEFINITIONS OF INTERVENTIONS

13.6(A) Department of Skills Development

The Department of Skills Development (DOSD) is The Academy for Urban Solutions’ in-school suspension department. When a student is assigned to DOSD they are separated from their normal class, and placed in a more structured class environment that includes fewer privileges. If a student is in the DOSD for the day, they are excluded from any classroom activities (field trips, class parties, daily school functions) without the express written permission of the School Director.

13.6(B) Exclusion

Exclusion means that a student has been denied the right to participate in certain activities in the school. These activities may be academic or extra-curricular. Whenever a student has been excluded from school activities a letter will be sent home to the parent(s)/guardian(s) stating what activity the student has been excluded from, why the student has been excluded and for how long is the exclusion for. Once the exclusion period has concluded, the student automatically regains the right to attend whatever activities they were excluded from.

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13.6 (C) Emergency Removals

An Emergency Removal means a student has committed an offense that warrants their immediately removal from school premises. If a student needs to be removed through an emergency removal, the parent(s)/guardian(s) are required to have their student picked up immediately within one hour after being notified by school administration. If a parent(s)/guardian(s) cannot pick up their student up within one hour, the school reserves the right to house the student on the school premises until such time as the parent can have the student picked up, or have the student removed by proper legal authorities.

Once a student has been removed by emergency means, the student may not return to the school premises until directed by the school's School Director. The School Director also reserves the right to request a meeting with the student's parent(s)/guardian(s) before they may return to school. If a student who has been removed from school by emergency means returns to the school premises without the express written permission of the School Director, the school will consider the student as trespassing, and reserves the right to call the proper authorities and have the student removed from the premises.

13.6(D) Suspension

A suspension means that a student has lost the right to attend school and school functions for a specific amount of days. Suspension always ranges from one (1) to ten (10) days. During suspensions, a student is not allowed on the school premises for any reason except by express written permission of the School Director. If a student who is currently serving suspension returns to the school premises without the express written permission of the School Director, the school will consider the student as trespassing, and reserves the right to call the proper authorities and have the student removed from the premises.

13.6(E) Expulsion

An expulsion means that a student has lost the right to attend school and school functions for a specific amount of days. Expulsions always range from eleven (11) to one hundred and eighty (180) days. During an expulsion, a student is not allowed on the school premises for any reason except by express written permission of the School Director. If a student who is currently serving explosion returns to the school premises without the express written permission of the School Director, the school will consider the student as trespassing, and reserves the right to call the proper authorities and have the student removed from the premises. Parents/guardians will be informed in writing of AUS intent to expel. Within 72 hours of removal a hearing will be held to discuss the infraction and consequences that may follow.

Appeal of Suspension or Expulsion

A student or his or her parent(s), guardian(s), custodian(s) may appeal any suspension or expulsion by the Superintendent or President the Board of Trustees to the full Board of Trustees. The student or his or her parent guardian(s) or custodian(s), may be represented in all appeal proceedings and, shall granted a hearing before the Board of Trustees in order to be heard against the suspension or expulsion. At the request of the student, parent(s), guardian(s) or custodian(s), the hearing will be held in executive session, but the Board of Trustee: shall act upon the suspension or expulsion only at a public meeting. The Board of Trustees, by a majority vote of its full membership may affirm the order of suspension or expulsion, reinstate the student, or otherwise reverse, vacate, or modify the order suspension or expulsion. There shall be a verbatim record of the hearing. The decision of the Board of Trustees may be appealed under Chapter 2506 of the Ohio Revised Code.

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Notice and Hearing Provisions Not Required for Normal Discipline

The required notice and hearing provisions set forth above are not applicable to instances of removal from curricular or extracurricular activity for a period not exceeding one (1) school day.

Student Due Process Rights

The board and school officials have the legal authority to deal with disruptive students and student misconduct. Due process, in the context of administrative proceedings carried out by school authorities, does not mean that the procedures used by the courts in juvenile proceedings must be followed. The Ohio and Federal Rules of Evidence do not apply.

Students have clearly established means by which administrative due process is available for the protection of the individual's rights. Due process procedures are applied equally to all, and enforced in a manner which involves:

- Adequate notice and opportunity to prepare a defense
- An opportunity to be heard at a reasonable time and meaningful manner
- The right to a speedy and impartial hearing on the merits of the case

Discipline policy for students with disabilities (IDEA)

The school will comply with the provisions of IDEA. An Administrator will follow the administrative guidelines below to ensure they are properly used when disciplining any student with a disability.

Removals

The school may remove a student with a disability for up to ten (10) school days; and for additional removals of up to ten (10) school days, for separate acts of misconduct, as long as there are not a pattern of removals.

The school may request a hearing officer to remove a student for up to forty-five (45) days if keeping the student in his or her current placement is substantially likely to result in injury to the student or others. The school will assess a student's troubling behavior and develop positive behavioral interventions to address the behavior, and following the Federal guidelines for determining whether the behavior is a manifestation of the student's disability.

Suspension/Expulsion

The school will not long-term suspend or expel a disabled student from school for behavior that is a manifestation of his or her disability.

Continuation of services

The school will continue to provide services for students with disabilities who are suspended or expelled from the school, except that the school need not provide services during the first ten (10) school days in a school year that the student is removed. After the first ten days, for any suspension that is for less than ten school days, the school will provide services to the extent determined necessary to enable the student to appropriately progress in the

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general curriculum and appropriately advance toward achieving the goals of his or her IEP. In cases involving removal for ten days or less, school personnel, in consultation with the child's special education teacher, decides what services are to be provided.

During any long term removal for behavior that is not a manifestation of a student's disability, the school will provide services to the extent determined necessary to enable the student to appropriately progress in the general curriculum and advance toward achieving the goals his or her IEP. The student's IEP team makes the service determination.

Behavioral assessment and behavioral interventions

Meetings of a student's IEP team to develop a behavioral assessment plan or, if the student has one, to review the student's behavioral intervention plan are only required when the student has first been removed from his or her current placement for more than ten (10) school days in a school year, and when beginning a suspension that constitutes a change in placement. If additional suspensions occur, the IEP team members review the student's behavioral intervention plan and its implementation to determine if modifications to the plan are needed, and only meet if one or more team members believe that modifications are necessary.

Manifestation determination; change of placement

The school will follow the Federal guidelines for determining whether the behavior is a manifestation of the student's disability. A change of placement will occur if a student is removed for more than ten consecutive school days or is subjected to a series of removals that constitute a pattern because they add up to more than ten school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the closeness of the removals to one another.

ACADEMIC INFORMATION

To receive a diploma from AUS, a student must meet the state minimum requirements as adopted by the state of Ohio Board of Education and the AUS School Board. The ultimate responsibility for tracking and completing necessary credits for graduation lies with students and parents. Graduates are honored at a traditional cap and gown graduation ceremony each year at the June graduation.

GRADUATION REQUIREMENTS:

To receive a diploma from AUS, a student must meet the standards adopted by the state of Ohio Board of Education. (See House Bill 487 for more details) AUS will maintain an accurate student transcript that will be updated at the end of each semester or as needed.

AUS is proud to offer a winter and spring graduation ceremony each year. See the AUS academic calendar for dates.

In order to graduate, students must:

1. Earn a minimum of twenty (20) credits in the discipline areas listed below.

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2. Pass all subject areas of the state standardized test (current state standardized test is the Ohio Graduation Test [OGT and End of Course exams]).
3. Beginning with the Class of 2018 students will take seven end-of-course exams in place of the OGT. (Applies to incoming ninth graders in the fall of 2014)
 - a. Algebra I
 - b. Geometry or Integrated Math I and II
 - c. Physical Science
 - d. American History
 - e. American Government
 - f. English I
 - g. English II
4. Beginning with the Class of 2018 all students must meet one of the following three items:
 - a. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
 - b. Earn a “remediation free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.
 - c. Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.
5. Complete the required AUS Capstone research project.

COURSE OFFERINGS & GRADUATION REQUIREMENTS

Area of Discipline

Required Credit

- | | |
|----------------------|-----|
| ▪ English | 4 |
| ▪ Mathematics | 4 |
| ▪ Science | 3 |
| ▪ Social Studies | 3 |
| ▪ Health | 0.5 |
| ▪ Physical Education | 0.5 |
| ▪ Electives | 5 |

○ Other requirements:

- *Beginning with the graduating class of 2014, students are required to receive 4 credits of math to graduate, including Algebra II or its equivalent.*
- *School districts may adopt a policy that would exempt students who, during high school, participate in interscholastic athletics, band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for*

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two years from the physical education requirement. Students must take another course of at least 60 contact hours in its place.

- *One credit in life sciences, one credit in physical sciences, and one advanced science credit of the following science: chemistry, physics, or other physical sciences: advanced biology or other life sciences; astronomy, physical geology, or other earth or space science.*
- *Social studies credits must include 1/2 credit of American history and a 1/2 credit of American government.*
- *Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.*
- *All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.*
- *For the class of 2014-2017 the school will offer [Graduation Requirements 2014-2017](#) > Proposed New Testing Options for Students Required to Take the Ohio Graduation Tests (OGT). See link for additional information.*

Graduation Tests Requirements

Students will need to pass the End of Course Exams (EOC), AUS will notify student/parent/legal guardian with written notice about importance of earning a diploma and the need to meet both testing and curriculum requirements. Upon meeting educational requirements, the students will graduate with a High School Diploma. They will also have the opportunity to earn a certification in Customer Service Management, Entrepreneur & Small Business Development, Information Technology (Microsoft 2007 applications), HVAC-R and STNA. Students are able to start taking certification classes once they have obtained a junior or senior class standing.

Reporting Student's Progress and Grades:

The AUS grading system is based on the traditional A-F grading scale, with a minimum of 20 credits earned to graduate. AUS believes in Mastery Core Competency as opposed to seat time. Students receive:

- Three interim reports;
- One final grade card;
- Interim Report will be issued every nine weeks;
- Report Cards will be issued at the end of each year;

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- Interims will report on student progress;
- Report Cards will provide the final grade and credit.

They are distributed via US mail and/or hand delivered to students. Our grading structure measures mastery of learning objectives. Students must receive an overall passing score of not lower than 60% to be awarded credit per course. Students must receive a 75% or higher for courses completed with Credit Flex.

Graduation credits will be tracked using web-based software Progress Book; teachers submit a final grade upon completion of the course:

Our records department maintains all student transcripts and will make available upon request.

Our evaluative structure measures expectations based on the following scale:

A+ (96% – Above)	B+ (87% – 89%)	C+ (77% – 79%)	D+ (67% – 69%)
A (93% – 95%)	B (83% – 86%)	C (73% – 76%)	D (63% – 66%)
A- (90% – 92%)	B- (80% – 82%)	C- (70% – 72%)	D- (60% – 62%)
F (59% – below)	W (Withdrawn)	INC (Incomplete)	

GPA Calculation Chart: Letter Grade to Grade Point Conversion

Letter Grade	Grade Point	Letter Grade	Grade Point
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
		F	0

ADMISSION AND LOTTERY STANDARDS

AUS has students residing in Franklin County and adjacent counties as its primary **attendance area**. Students residing throughout the state of Ohio will also qualify to enroll; however preference will be given to the primary attendance area. Enrollment of students will be in the following order:

1. Students who reside in Franklin County: If more students who qualify from this category apply than the school has space to accommodate the school will conduct a lottery to determine which students will be admitted.
2. Students who live in school districts adjacent to Franklin County, or in any district within the State of Ohio. If

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more qualified students from this category apply than the school has space to accommodate, AUS will conduct a lottery to determine which students will be admitted.

The Lottery Protocol:

1. Each applicant will receive a number
2. The numbers will be drawn at random by a third party
3. The first number drawn will be the first new applicant placed on a permanent waiting list and so on until all numbers are drawn
4. Applicants on the permanent waiting list prior to any future lottery will retain their position on the waiting list
5. Students attending the previous year will have preference for a position in the current year
6. Siblings may be given preference for the next open position

Non-Discrimination Policy

The school will not discriminate on the basis of race, color, religion, disability, national origin, age or sex in the administration of its educational and admissions policies.

School Admission

AUS provides a free education to Ohio residents between the ages of 14-22 who need a high school diploma. AUS is a public charter school and AUS students will adhere to all requirements stipulated by Ohio law. The school will be in full compliance with all applicable state and federal regulations.

Students seeking admission must provide AUS with a current transcript and/or appropriate school records. These records will assist in the enrollment process and will provide needed test scores and academic credit to ensure the correct placement of AUS students.

Working with the Admissions Department

Students/parents/legal guardians will meet with the admissions department when seeking admission to AUS. The admissions department is responsible for collecting and ensuring the proper documentation is processed in a timely manner. If you have any questions regarding your enrollment paperwork, call (614) 545-9890.

At the time of application the following documentations are required:

- A. Application
- B. Identification Information (Driver License or State ID)
- C. Birth Certificate Copy
- D. Proof of Residency (lease, utility bill or recent employment check with name and address)
- E. Social Security Card Copy
- F. Proof of Income for Meal Application
- G. Withdrawal papers from previous school
- H. Proof of High School credits
- I. Proof of custody/guardianship (if applicable)

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- J. Individual Education Plan (IEP) if applicable and Evaluation Team Report (ETR) if applicable
- K. Court &/or Mandated Documentation (if applicable)

If students are unable to provide high school credits from the previous school district, the admissions department will attempt to collect this information. If AUS is unable to obtain high school credits student will have to enroll as a ninth grader.

FIRST DAY OF SCHOOL

AUS will provide students with a tour of the school and introduce them to their assigned learning coach. A life plan will be created during the first day with all students. Learning coaches will identify barriers that will prevent student from being successful in school and will refer students to resources.

RACIAL AND ETHNIC BALANCE

AUS will strive to achieve a racial and ethical balance reflective of the community from which its students are drawn, plus or minus 15%. This balance can be reached and maintained by utilizing marketing strategies that reach the underrepresented groups and by enacting guidelines for preferential enrollment status.

MARKETING PLAN

AUS will target marketing efforts to the local community, focusing on locations most likely frequented by potential students. We will contact the juvenile and municipal court judges and discuss the possibility of mandated referrals from the courts. We will distribute brochures describing AUS to leaders in low-income neighborhoods, community centers, and barber shops. We will make visits to churches in low-income neighborhoods to inform the ministers about AUS. We will inform local community organizations such as The Urban League, NAACP of the program.

AUS will also hold open forum meetings for youth and parents to discuss AUS and how it may benefit them. We will solicit feedback on AUS marketing efforts and adjust AUS marketing strategies as necessary.

ADJUSTMENTS TO SELECTION PROCEDURES

When the year 2010 census data are available, the Board will review the data and match it against the racial and ethnic makeup of the school. If necessary, we will adjust our marketing efforts to achieve a racial and ethnic makeup reflective of our local community.

EQUAL EDUCATIONAL OPPORTUNITIES

All students attending The Academy for Urban Scholars will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, marital status, pregnancy, age or disability, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities, academic evaluations or any other aspect of school-sponsored activities. Any limitations, with regard to participation in school-sponsored activities, are based on criteria reasonably related to that specific activity.

The board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business. This policy applies to race, color, national origin, citizenship status, religion, gender, sexual orientation, economic status, age or disability.

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The board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination/harassment shall be subject to disciplinary action.

All persons associated with the school, including, but not limited to, the board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community is in violation of this policy.

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Student Handbook Acknowledgment Form

I have received a copy of the student handbook and understand that it is my responsibility to know and abide by the policy and guidelines contained in this book. By signing this document I fully understand what is expected of me.

I hereby acknowledge that I have read and understand the technology acceptable use policy.

Parent Signature (student under 18)

Date

Student Signature

Date

Witness Signature

Date

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