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## **WELCOME THE ACADEMY FOR URBAN SCHOLARS SCHOOL DISTRICT**

You are cordially welcomed as a member of The Academy for Urban Scholars Family, which includes our Board of Directors, faculty and staff, students, parents and community stakeholders. An exciting, rigorous and challenging experience awaits you as an employee of The Academy for Urban Scholars High School and we would like to extend to you our best wishes and success in all of your endeavors here. These endeavors will encompass work, social activities, friendships, professional development, and personal satisfaction.

The Academy for Urban Scholars High School ("Academy for Urban Scholars School District" or "District"), in accordance with its charter, has set forth its mission, belief statements, policies and procedures required to fulfill its legal obligations. The Academy for Urban Scholars Board of Directors and Administration are dedicated to promoting quality professional services to the community. We are committed to the employees of the District and do realize that the effective performance of each employee is essential to the accomplishments of the goals and objectives of this district. It is our belief that employees should derive satisfaction from doing the job each has been hired to perform. Personal success is interrelated with the success of programs between The Academy for Urban Scholar and the community it serves.

### **EMPLOYEE HANDBOOK INTRODUCTION**

The purpose of this handbook is to define the scope and purpose of the personnel policies of the District. These policies apply to all employees of The Academy for Urban Scholars School District. It is the policy of The Academy for Urban Scholars Board of Directors ("Academy for Urban Scholars Board of Directors" or "Board of Directors" or "Board") to create, distribute and implement and, as needed, revise personnel policies and procedures in order to:

- Provide reasonable and fair treatment to all staff
- Encourage high standards of effective provision of services and management
- Establish adequate administrative controls

This employee manual contains statements of personnel policies and procedures to be followed by all employees of the District. It serves as a reference and working guide for personnel in the day-to-day administration/operation of The Academy for Urban Scholars School District. It is

the responsibility of the administration to administer these policies in a consistent and impartial manner. To the extent this employee manual conflicts with Board policies, the policies control.

This employee manual is not designed to answer all possible situations that may arise or to answer all of the questions that you may have pertaining to this school district. It is intended as a general guide of providing fair and consistent treatment for all staff. If you require further information with regard to personnel policies and procedures please see your School Director or the Office of the Administration. To the extent this employee manual conflicts with Board policies, the policies control.

It shall be the duty of the Administration and the Board to annually review these policies in comparison to the administrative and managerial needs to the organization and proposed changes. Should changes occur, they will constitute the new terms of employment with The Academy for Urban Scholars High School and the Board of Directors released from any liability with respect to such changes.

Please know this handbook in no way implies or guarantees a contract of employment. If you have any questions regarding this document, you are advised to contact the Business/Human Resources Director's Office. One copy of this manual is located in the District's school buildings.



Where everyone is a Winner!

# ACADEMY FOR URBAN SCHOLARS SCHOOL DISTRICT

## SECTION 1

### 1.1 THE ACADEMY FOR URBAN SCHOLARS MISSION STATEMENT

The Academy for Urban Scholars (AUS) 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 and prepared with the tools to enter college or the workforce upon graduation. Our focus is to insure that each student who graduates is prepared for Enrollment, Enlistment or Employment (3E's).

The Academy for Urban Scholars operates on a foundation which fosters character building, (decency, dignity, integrity, responsibility and respect) or every student. This foundation supports strong parental/community involvement, and promotes innovative learning outcomes and engaging teaching methods.

### 1.2 THE ACADEMY FOR URBAN SCHOLARS FOCUS

The Academy for Urban Scholars is a special school district dedicated to educational excellence. It is a place where teaching and learning are honored and taken seriously. Our rigorous academic curriculum and instruction are balanced with well-taught extra-curricular club and team activities that enhance the success of student skills and competencies, and that provide for positive and powerful social interaction between students and staff. Our school environment is thus positive and conducive for good student development and learning.

The Academy for Urban Scholars operates on and emphasizes the following criteria:

- School Core Values and Policies
- Academic Achievement Program and Strategies
- Social Development and Enhancement Strategies
- School Goals, Objectives and Continuous Improvement Plans

### 1.3 THE ACADEMY FOR URBAN SCHOLARS PHILOSOPHY

Our philosophy is to encourage all students to learn and become contributing citizens. In order to achieve this goal, the staff and programs are dedicated to maximizing students' achievements and character development. AUS supports strong parental/community involvement, and promotes blended learning outcomes.

### 1.4 THE ACADEMY FOR URBAN SCHOLARS CULTURE

The Academy for Urban Scholars provides a full range of learning opportunities for all students ages 14-22. Supporting classroom teachers are specialists in their core curriculum subject areas.

The Academy for Urban Scholars offers:

- Excellent & Rigorous Curriculum and Instruction
- Social, Emotional and Professional Development
- National Breakfast and Lunch Program
- Special Education Services
- Title 1 Services
- OGT Tutoring

### **1.5 THE ACADEMY FOR URBAN SCHOLARS PRIORITIES**

In our continual commitment to excellence in education, the District has adopted the following priorities:

- To improve achievement of all students with an emphasis on literacy and numeracy;
- To ensure high quality teaching and learning through exemplary service and leadership of and for all staff;
- To achieve high standards of citizenship, conduct, safety and well-being of students and staff.

Our success is measured in many ways:

- Student achievement, personal growth, and satisfaction
- Staff effectiveness and satisfaction
- Parent and community involvement and support
- Provision and maintenance of safe and well kept facilities
- Effective expenditure of resources

### **1.6 THE ACADEMY FOR URBAN SCHOLARS MOTTO**

“I’m A Winner”

### **1.7 THE ACADEMY FOR URBAN SCHOLARS CREED**

I shall use the mirror of life as a roadmap to my destiny

I shall use my mind, body and soul to promote positive results in my life

I shall embrace all challenges that stand in the way of my predetermined goals

I shall disengage from those around me who chose not to invest and believe in my future

I shall refuse to embrace failure as a part of my lifestyle

I shall understand the power of who I am

I shall master the art of reading, writing, comprehension and arithmetic

And when the smoke clears and the dust settles, at all cost I shall succeed!

### **1.8 THE ACADEMY FOR URBAN SCHOLARS WAY**

The Academy for Urban Scholars is to foster ethical, responsible and caring young people by modeling and teaching good character through an emphasis on nine universal values (integrity, decency, courage, honesty/trustworthiness, citizenship, caring, fairness/justice, responsibility and

respect). We recognize the importance and value of good character as a means to academic excellence, which is the foundation for creating productive citizens for today's global society.

## **1.9 DISTRICT COMMITMENT TO RACIAL AND ETHNIC BALANCE**

The Academy for Urban Scholars High School complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. In accordance with the Equal Pay Act AUS will require that men and women be given equal pay for equal work. Pay differentials are permitted when they are based on seniority, merit, quantity or quality of production, or a factor other than sex.

The Academy for Urban Scholars High School actively recruits a diverse staff and student population from the Columbus and surrounding area. Our commitment to a diverse community helps us to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the District's community is charged to treat everyone with care and respect, and to value and treasure our differences.

As a public school district, The Academy for Urban Scholars High School recognizes and respects the dignity of each individual regardless of color, culture, race, ethnicity, national origin, ancestry, language, gender, sexual orientation, age, disability, economic status, creed, marital status, handicap, military or veteran status, arrest or conviction record, political affiliation, genetics, homeless status, or any other factor provided for by state and federal laws and regulations.

Student admission is considered for all students, ages 14-22, who reside within Franklin County. Staff employment opportunities are open to any eligible applicant.

The District strives, through recruiting efforts, to achieve a racial and ethnic balance of students and staff that reflects the general population within the territorial jurisdiction of Franklin County.

The Governing Authority will review the demographic bi-annual report for the currently enrolled students. The report will be generated from EMIS and will be reviewed by the board committee. The school administrator will provide the board with the demographics from the local school district.

## **SECTION 2 DISTRICT COMPLIANCE**

### **2.1 FEDERAL/STATE/LOCAL COMPLIANCE**

The Academy for Urban Scholars High School complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. In accordance with the Equal Pay Act AUS will require that men and women be given equal pay for equal work. Pay differentials are permitted when they are based on seniority, merit, quantity or quality of production, or a factor other than sex.

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. The IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The

Academy for Urban Scholars School District also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine the children's official school records. Inquiries regarding unlawful discrimination may be directed to the Office of the Administration.

## **2.2 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of The Academy for Urban Scholars High School to promote and ensure equal employment opportunity for all persons regardless of race, color, sex, national origin, religion, age, disability or sexual orientation. Equal employment opportunity principles govern all aspects of the District's personnel policies, program practices and operations. All phases of employment including recruitment, hiring, evaluation, wages, promotion, transfer, assignment, training, benefits and separation, shall be conducted in compliance with equal employment opportunity laws and regulations and the equal pay act.

## **2.3 AMERICANS WITH DISABILITIES ACT (ADA)**

The Academy for Urban Scholars High School complies with the letter and the spirit of the Americans with Disabilities Act of 1990 (ADA) and the protections provided to individuals with disabilities found in the Ohio Fair Employment Practices Act (OFEPA), not only in its hiring and employment practices, but also in all other provisions of the Acts, including public access. The ADA prohibits employment discrimination against "qualified individuals with disabilities."

The Academy for Urban Scholars High School is committed to provide reasonable accommodations to its employees and applicants for employment in order to assure that individuals with disabilities enjoy full access to equal employment opportunity. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process.

In accordance with the American's with Disabilities Act (ADA), ADA Amendments Act of 2008 (ADAAA) and Ohio Fair Employment Practices Act (OFEPA), accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants and employees.

In implementing this policy, the District will be guided by the applicable definitions stated in the ADA, ADAAA or OFEPA. Employees can refer to the following government websites for additional information:

- American's with Disabilities Act: <http://www.eeoc.gov/types/ada.html>
- Ohio Fair Employment Practices Act: [http://crc.ohio.gov/disc\\_employment.htm](http://crc.ohio.gov/disc_employment.htm)

## **2.4 STUDENTS WITH DISABILITIES**

The guidelines and regulation of this manual pertaining to the governing of the children of this district apply to all students enrolled at The Academy for Urban Scholars High School; however students with disabilities will be treated in accordance with the provisions of the Individuals with Disabilities Education Act as amended in 1997, and any subsequent regulations affecting the provisions. This does not necessarily preclude exclusion from school or school bus/vehicle as a result of crisis or emergency or as provided by law.

## **2.5 ADMINISTRATIVE REGULATIONS AND PROCEDURES**

The Academy for Urban Scholars High School reserves the right to establish and carry out specific administrative regulations and procedures which, in accordance with the applicable

Federal, State and Local laws, are utilized and adhered to in the conduct of the legitimate business of the school district.

## **2.6 STATE FRAUD REPORTING-SYSTEM INFORMATION**

Pursuant to Ohio Revised Code 117.103(B)(1), a public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office.

Employees will receive instructions on how to report fraud when they complete new hire documents. Every employee must complete an acknowledgement of receipt of the Auditor of State Reporting-System information.

# **SECTION 3**

## **DISTRICT ORGANIZATIONAL STRUCTURE**

### **3.1 BOARD OF DIRECTORS**

The Board of Directors is a policy-making body and acts only when it is in session. The Academy for Urban Scholars Board of Directors is legally responsible for the educational functions of the school district. The Board formulates operating policies concerning the employment of all personnel, pupil personnel services, educational programs, district finance, building programs, instructional materials, and public relations. Board members are the elected representatives of the citizens of The Academy for Urban Scholars High School and are responsive to the needs and concerns of the community members. The Board of Directors meet every other month on the fourth Thursday at 6:00 P.M. at The Academy for Urban Scholars Conference Room. Parents and residents are cordially invited to attend school board meetings. Time is provided at each meeting for citizens to address the Board. Board meeting dates are available on the school's website.

The Board of Directors supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. The School Director is authorized and expected to keep the school's community informed about building programs and activities. The release of information of district wide interest is coordinated by the Office of the Administration. Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions. The official minutes of the board meetings, its written policies, its financial records and all other public records are open for inspection in The Academy for Urban Scholars High School Office during the hours of operation.

Board President  
Active Member  
Active Member  
Active Member  
Active Member

Lewis Macklin  
Eugene Norris  
Maurice Williams  
Lynette Frost  
DeMaine Kitchen

### **3.2 DISTRICT ADMINISTRATION**

The District's administrative organization is designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies implemented through the Administration. The Board is responsible for specifying its requirements and expectations of the Administration and for holding the Administration accountable by evaluating how well those requirements and expectations have been met. In turn, the Administration is responsible for clearly specifying the Board's requirements and expectations for all other administrators and for holding each accountable by evaluating how well requirements and expectations are met.

Major goals of administration in The Academy for Urban Scholars High School are to:

1. Manage the District's various departments and programs effectively;
2. Provide professional advice and counsel to the Board and to advisory groups established by Board actions, generally through reviewing alternatives, analyzing the advantages and disadvantages of each and recommending a selection from among the alternatives;
3. Implement the management function so as to ensure the best and most effective learning programs;
4. Provide leadership in keeping abreast of current education developments;
5. Arrange for the staff development necessary to the establishment and operation of learning programs which better meet student needs;
6. Coordinate cooperative efforts for the improvement of learning programs, facilities, equipment and materials;
7. Provide access to the decision-making process for the ideas of staff, students, parents and others;
8. Develop an effective program of evaluation which includes every position, program and facility in the District;
9. Develop and use a team management approach.

Personnel are expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator refers such matters to the next higher administrative authority when necessary. All personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

Lines of authority do not restrict in any way the cooperation of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the District.

### **3.3 DISTRICT FACILITIES**

The Academy for Urban Scholars District facilities foster and help to support the optimum learning and safety of all its students

#### **THE ACADEMY FOR URBAN SCHOLARS District Central Office and High School**

1808 E. Broad Street  
Columbus, OH 43205

#### **Hours Open to the Public**

The Academy for Urban Scholars hours of operation for is 8:30am – 4:30pm

## **SECTION 4 EMPLOYMENT OPPORTUNITIES**

### **4.1 EQUAL EMPLOYMENT OPPORTUNITY**

The Academy for Urban Scholars High School does not discriminate in any manner contrary to law or justice on the basis of age, culture, religion, color, ethnicity, race, national origin, gender, sexual orientation, language, disability, economic status, creed, marital status, handicap, military membership, veteran status, ancestry, political affiliation, genetics, homeless status, or use of a lawful product off District premises during non-working hours in its educational programs or activities, including employment and admissions. At the same time, the District appreciates its right and duty to seek and retain personnel who will make a positive contribution to its goals and mission in order to enhance the development of student achievement and potential.

Reasonable workplace accommodations will be made, upon request, for employees with disabilities. Employees with requests, concerns and/or complaints regarding disability and/or veteran's status should contact The Academy for Urban Scholars Business/HR Office.

### **4.2 EMPLOYMENT OF RELATIVES**

The criteria for employment with The Academy for Urban Scholars High School are appropriate job-related skills, experience and qualifications. Marriage and family relationships constitute neither an advantage nor a disadvantage in consideration for employment.

For the purpose of this policy, "relative" includes, but is not limited to, mother, father, spouse, brother, sister, or children.

### **4.3 FURTHER EMPLOYMENT OPPORTUNITIES**

Employees are encouraged to explore career development opportunities at the District. All employees are encouraged to gain the necessary skills, training, and work experience needed to qualify for advancement opportunities. The District believes in internal staff development and promotion from within whenever possible and practicable. In all cases, the best-qualified candidate for the position will be selected as determined by the Administration and Board of Directors.

#### **4.4 EXIT INTERVIEWS**

Exit interviews with the School Director or Business/HR Director are normally scheduled for employees who leave the District. Employees are encouraged to provide candid comments and suggestions, which can help to improve future District/employee relations and ultimately make The Academy for Urban Scholars High School a better place to work.

## **SECTION 5 EMPLOYMENT POLICIES**

#### **5.1 IMMIGRATION LAW COMPLIANCE**

The Immigration Reform and Control Act of 1986 provides measures to ensure the District is employing United States citizens and aliens that are authorized to work in the United States. In accordance with this law, each new employee must (1) present documentation regarding the employee's identity and eligibility to be employed, and (2) complete the I-9 Employment Eligibility.

Rehired employees must also complete the I-9 Employment Eligibility Form, if the rehired employee has not completed an I-9 form with the District within the past three (3) years, or the rehired employee's previous I-9 is no longer retained or is invalid.

The District does not unlawfully discriminate on the basis of citizenship or national origin.

#### **5.2 "AT-WILL" RELATIONSHIP EMPLOYMENT**

The Academy for Urban Scholars employees are hired on an "At-Will" basis. This means that The Academy for Urban Scholars School District, with no liability, is free to dismiss (terminate) any employee for good cause, bad cause or no cause at all. As well, the employee is equally free to quit strike or otherwise cease work at any time.

#### **5.3 EMPLOYEE CONTRACTS**

Employees have an "employment-at-will" relationship with the District. Agreements stating otherwise must be in writing and may only be entered with employees solely by the Head Administrator. Because of the employment-at-will relationship, employees and the School are both free to terminate the employment relationship at any time and with or without cause.

Some full-time employees work under employment contracts or letters. Other employees may have supplement contracts if they perform duties in addition to their other duties. The Governing Authority must approve all contracts. All contracts are at will unless stated otherwise.

Employee contracts are disbursed by The Academy for Urban Scholars Business Office, signed by the employees and returned to the Business office.

Employment contracts will reflect one (1) year of employment. New contracts will be extended each school year for all returning staff.

Staff members will receive a signed copy of their contract and a copy will be placed in their employment files in the Business Office.

No community school teacher shall terminate the teacher's contract after the tenth day of July of any school year or during the school year, prior to the termination of the annual session, without the consent of the community school's governing authority or operator, and such teacher may terminate the teacher's contract at any other time by giving five days written notice to the employing governing authority or operator.

Upon complaint by the employing governing authority or operator to the state board of education and after investigation by it, the license of a teacher terminating the teacher's contract in any other manner than provided in this section may be suspended for not more than one year.

#### **5.4 PROBATIONARY PERIOD**

Each year each employee must complete a period, typically 90 working days, which serves as an probationary period. Satisfactory completion of this period in no way implies or guarantees subsequent continued employment with the District. This period is designed to allow an appropriate orientation, training and evaluation period for the staff member. It also provides time for employees to assess their aptitude and interest in the job. During the probationary period, if the District or the employee concludes that continued employment is not in their best interest, either party may end the relationship for any reason. This "at-will" relationship, however, is true at any time the employment relationship is in effect.

All employees are subject to corrective counseling. However, supervisors of employees in an orientation period will not normally be required to complete all of the usual corrective counseling steps prior to terminating an unsatisfactory employee.

Employees in a probationary period have the same benefits as all other District staff employees, except where specifically stated otherwise in Administrative Regulations.

#### **5.4 TOUR OF DUTY**

The purpose of this policy is to establish The Academy for Urban Scholars expectations for personnel relative to work schedules and tours of duty. This policy applies to all employees of The Academy for Urban Scholars.

##### **5.4(A) Academic School Year**

The academic school year extends from July 1<sup>st</sup> - June 30<sup>th</sup>.

##### **5.4(B) Work Schedules**

Work schedules shall be maintained so as to assure effective performance while responding to employee needs.

##### **5.4(B) (1) Work Week**

A standard work week of 35 hours is established for all full-time employees

##### **5.4(B) (2) Work Day**

The Academy for Urban Scholars Employees: Reporting times are below: (unless otherwise authorized or depending on department) Refer to your contract if you need further clarification.

- Teachers: 8:30am-4:30pm
- Non-Teaching Staff: 8:30am-4:30pm

### **5.5 PERSONNEL RECORDS**

Personnel records for all employees are maintained by the District Business Office. Because it is important to have current and updated information in each personnel file, employees are asked to notify the District Business Office of all changes of name, address, telephone number, education, or other information needed for accurate employment records. See Change of Personal Data.

### **5.6 PROFESSIONAL ASSOCIATIONS**

The District encourages personal and professional development through membership in professional organizations. However, participation in these activities shall not interfere with tasks necessary for effective and responsible job performance.

### **5.7 ROMANTIC RELATIONSHIPS**

Romantic relationships between supervisors and the staff they supervise are discouraged. Supervisors should advise the Office of Administration if such a relationship occurs, so as to determine whether there is a way to avoid conflicts, and whether reassignment or some other efforts are necessary.

### **5.8 PROFESSIONAL DEVELOPMENT/TRAINING PROGRAMS/ IN-SERVICE**

The District expects that employees will engage in continuous learning to further develop their professional skills and personal growth. The District strives to support the development of employees in a variety of ways. In-service is a program that provides opportunities for professional and personal growth to all employees on a variety of subjects including: computer programs, administrative policies and procedures, supervision, effective communication, stress and time management, leadership, customer service, conflict resolution, diversity, and other valuable subjects. In addition, credit reimbursement, participation in local and national conferences, attendance at local lectures and workshops are available to employees. All development and training opportunities must receive prior approval by your immediate supervisor and will be dependent upon factors such as supervisory discretion, budget allowances and the relevance of the activity to the performance of job duties.

### **5.9 RESIGNATIONS**

Employees that wish to resign or terminate their contract are requested to provide written notice thirty (30) days prior to the effective date of resignation or termination.

Employees are advised to contact the Business/HR Director before resigning to ensure that the effective date of resignation affords optimal use of vacation, holidays, etc. As a common courtesy, employees are encouraged to notify the School Director School Director or Business/HR Director as soon as practicable when the decision had been made to resign.

Employees are expected to submit their resignation in writing to their immediate supervisor or Business/HR Director.

An exit interview may be scheduled with Administration for employees leaving the District.

An employee's last day should be a regularly scheduled workday. Accrued vacation or sick leave cannot be used in lieu of notice. If you have earned vacation time, in accordance with the District's vacation policy you must use your vacation as it will not be paid out on your final check.

District keys, I.D. card, parking permit, uniforms, and other District property, must be returned. All outstanding debts to the District must be paid or arrangements made for payment on or before the employee's last day.

Absences of two consecutive days without proper notification and approval will be construed as job abandonment and will constitute your resignation from the District without proper notice.

### **5.10 PERFORMANCE REVIEWS**

To ensure that all employees perform their jobs to the best of their ability, the District has instituted a performance appraisal system which stresses the importance of employees being recognized for good performance and receiving appropriate suggestions for improvement as necessary. Consistent with this goal, through the District's appraisal system, supervisors will formally evaluate staff and administrator performance. This performance appraisal also provides an opportunity for an employee to discuss with their supervisor any concerns they may have regarding their position or performance. The goal of the performance appraisal is to enhance the employee's job performance while establishing good communication channels between the employee and the supervisor.

Copies of evaluation forms for administrator, teacher and support staff positions are located in Business/HR Director Office.

## **SECTION 6 EMPLOYEE COMPENSATION & BENEFITS**

### **6.1 COMPENSATION**

All employees shall be issued contracts encompassing the fiscal year. The number of days worked shall be determined based upon the number of available days to work for the particular employee's classification, and the employee's date of hire. Compensation shall be based upon the negotiated salary or hourly rate of pay times the maximum number of days available to work under the employee's contract.

#### **6.1(A) Employment Classification**

1. Full-time School year employees – includes all teaching staff, full and part-time, employed during the school year; certificated support staff employed during the school year. Number of days compensated during the contract year shall correspond to the number of days in the school calendar including staff orientation days, professional days, calamity days, or additional days as deemed necessary to complete the Ohio Department of Education's

requirements for the school year who work a minimum of 35 hours per work week.

2. Part-time employees – includes all school year and calendar year employees who work a maximum of 25 hours per work week.

#### **6.1(A) (1) Pay Schedule**

The Academy for Urban Scholars employees shall be paid on the 15 & the last day of each month. If the pay day is on a Saturday, employees will be paid on the Friday before. If the pay day is on a Sunday, employees will be paid on the following Monday.

### **6.2 BENEFITS**

The Academy for Urban Scholars Board recognizes the need for employees to protect themselves and their families against the unexpected and to provide for the mental, physical and economic well-being.

#### **6.2(A) Personal Time Off (PTO) Accrual.**

Full-time/Part-time Employees - After three (3) months of service, all employees will be eligible for PTO. PTO is defined as total days off including vacation, sick and personal time. Staff shall refer to contract for the number of awarded PTO days. PTO must be used if staff member will be off more than two hours of the work day but not more than 4 times in a contract period. Staff is gifted 8 hours in 2 hour increments for unforeseen emergencies

#### **6.2(B) (2) Use of PTO Benefits**

During the first two weeks of September, employees shall submit a tentative PTO schedule for the year showing all vacation periods longer than three consecutive days. PTO leave granted permission is at the discretion of the Administration and may be asked to adjust their PTO leave in the interest of The Academy for Urban Scholars. Employees being asked to make an adjustment shall be notified in a timely manner.

Under no circumstances will an employee be granted paid PTO in excess of the amount accrued. All employees shall review on a semi-annual basis their vacation leave balance.

#### **Employer may not penalize employee for being called to jury duty.**

Employees are encouraged to fulfill their duty if they are selected for jury duty. Full time employees who are selected for jury duty will receive their normal pay minus the amount jury duty pay for each day they serve. Employees on jury duty should provide a receipt of their jury pay.

### **6.2(C) Insurance and Deductions**

The purpose of this section is to specify benefits to which The Academy for Urban Scholars employees are entitled in such areas as insurance, worker's compensation and retirement. This policy applies to all employees who meet eligibility requirements based on budget forecast.

Employees will be advised of employee benefits and their contributions, if any, so that they may be aware of the total range of compensation and benefits which are theirs as a result of their association with The Academy for Urban Scholars.

### **6.2(C) (1) Workman's Compensation**

All employees, if injured while on duty, are covered by worker's compensation through payment made by The Academy for Urban Scholars to the Bureau of

Worker's Compensation, State of Ohio. Employees injured while on duty should notify the Administration or Executive Director of such injury immediately. Any employee that fails to report an injury while at work will be disciplined and may be discharged.

### **6.2(C) (2) Hospitalization, Medical Insurance**

After 90 days of employment for all full-time employees may be eligible for medical insurance premium coverage for employees who elect coverage, subject to budgetary constraints and funds availability. An employee must work 20 hours or more per week in order to qualify for this benefit. Dependent coverage is also available at the employee's expense. The open enrollment period for existing employees is from October 1 to November 30.

### **6.2(C) (4) Retirement**

Ohio law has created two funds for payment of retirement and benefits to certain employees of the School. The retirement systems, the State Public Employee Retirement System, or SERS, and the State Teacher Retirement System, or STRS. Not all employees or contractors will be eligible for STRS or SERS. Eligibility will be determined based on several factors including the law, particular facts, and other circumstances.

### **6.2(E) Holidays and Observations**

The purpose of this policy is to provide a balance, total compensation system, offering employees appropriate holiday leave. This policy applies to that The Academy for Urban Scholars employees who meet the eligibility requirements.

The Academy for Urban Scholars administration will make available to its employees a compensation package including non-financial items that are competitive and appropriate to the resources available. Refer to Calendar Annually for holiday hours.

### **6.2(E) (1) Holidays**

Employees are entitled to the following paid holidays per year:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

Holidays falling on a Saturday will be observed on the Friday before, and those falling on Sunday will be observed on Monday. An employee will not be charged vacation time for a holiday falling within a vacation period.

Part-time employees will not be paid for hours not worked as a result of a holiday.

### **6.2(E) (2) Religious Holidays and Church Observances**

Religious holidays and church events observed by employees (occurring during tour of duty) may be granted at the discretion of the administration. Every reasonable effort will be made to accommodate the religious beliefs of employees.

### **6.2(F) Employee Assistance Policy (EPA)**

The Academy for Urban Scholars administration recognizes that problems such as alcoholism, drug addiction, and mental disorders are harmful to employees, their families and their work effectiveness. The Academy for Urban Scholars administration takes a proactive approach to these situations, preferring to help employees solve their problems rather than relying on disciplinary measures alone. This policy applies to all full-time employees of The Academy for Urban Scholars.

It is the policy of The Academy for Urban Scholars to provide counseling necessary to promote mental and physical health and well-being and to address problems which may arise in those areas.

### **6.2(F) (1) Procedures**

- a.** Administrator will meet with the employee to address the performance problem, if appropriate
  
- b.** In the event of a severe infraction the Administration may recommend disciplinary action to the Board of Directors, to including immediate termination.

## **SECTION 7**

### **EMPLOYEE EXPECTATIONS**

#### **7.1 CONFIDENTIALITY**

All information concerning employees, students, clients, donors, and organizations with which The Academy for Urban Scholars High School does business is to be considered privileged and maintained in strict confidence. All employees are responsible for protecting the confidentiality of such information. Violation of confidentiality will be grounds for disciplinary action, up to and including discharge.

Information concerning past and present employees, other than essential employment verification, will not be released without the proper written authorization request under Ohio's public records law.

At the end of an individual's employment with the District, the individual must return all documents, both originals and copies, containing any confidential information, as well as any computer disks, programs, tapes, or anything else on which confidential information may be stored or recorded. Former employees of the District should not disclose any confidential information after their employment relationship with the District has ended.

Student education records are treated as confidential under the Family Educational Rights and Privacy Act of 1974, and Ohio pupil records law, ORC 3319.321. The Academy for Urban Scholars District will enforce all of its rights to prevent the disclosure of confidential information, including litigation, where necessary.

#### **7.2 ATTENDANCE EXPECTATIONS**

The District expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Regular attendance is expected of every employee. Employees should recognize that absences are disruptive to the work environment and decrease productivity and employee morale.

Staff should realize that they are obligated to not make commitments during the day that may be scheduled at an alternative time.

Should you be unable to work because of illness, injury or any other reason, you are required to notify your supervisor or his/her representative as far in advance as possible, but no later than an hour before your normal starting time on each day of absence. The District may require evidence to support a sick leave claim.

All employees requesting planned days off from work must complete and submit a Request for Personal Leave form to their School Director for approval. See your supervisor for specific departmental requirements.

Employees who are absent or tardy are subject to corrective counseling, deduction of pay and, when appropriate, disciplinary action. In cases where absence has been for three or more

consecutive workdays due to illness, you may need to bring a physician's release before being allowed to return to work.

### **7.3 EMPLOYEE DRESS CODE AND PERSONAL APPEARANCE**

Discretion and good judgment on the part of employees in their style of dress and personal appearance are essential to the professional image and the safe operation of the District. Employees are expected to dress in a professional manner appropriate to their working environment and to the type of work performed. The District reserves the right to establish and enforce standards relating to acceptable dress and appearance.

**Business casual dress** is the standard for The Academy for Urban Scholars High School employee dress code. Refer to below for other established dress attire.

Monday: Suit (or business attire)

Tuesday-Thursday - Business casual (no jeans)

Friday – NCUS, WALK, AUS or College t-shirt and jeans. Tennis shoes are permitted

Because not all clothing is suitable for our offices/schools, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

- Inappropriate slacks or pants include ripped jeans, sweatpants, exercise pants, short shorts, shorts, Bermuda shorts, bib overalls, leggings, and any spandex or other form-fitting pants such as bike clothing.
- Inappropriate shoes are flip flops, slides, tennis shoes and sandals

If clothing fails to meet the above standards, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Progressive disciplinary action will be taken for further dress code violations.

Summer months dress down are July 1 - August 15<sup>th</sup> during the summer months we will follow the following schedule:

Monday- Thursday- NCUS, WALK, AUS or College t-shirt no jeans (or business casual)

Friday – NCUS, WALK, AUS or College t-shirt and jeans. Tennis shoes are permitted

### **7.4 PUBLIC GIFTS TO THE DISTRICT**

Gifts, grants or bequests will be accepted by the Board of Directors, provided the conditions of acceptance do not remove any portion of the control of the District from the Board.

Any person or organization desiring to give a gift or make a grant or bequest to the Board should contact the Administration who will submit the request to the Board.

Propositions giving funds, equipment or materials to the school with a "matching" agreement or restriction are discouraged. Acceptance of donated equipment or materials may depend upon the compliance with or experience related to the Board's policy of standardizing materials and equipment in the District. Whenever the District has an established project, contributions that would reduce the cost or would hasten the completion will be welcome.

Students, parents and other patrons of the District shall be discouraged from the routine presentation of gifts to District employees. When a student feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive.

The Board shall consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation. This shall not be interpreted as intended to discourage acts of generosity in unusual situations and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this rule.

### **7.5 CONFLICT OF INTEREST**

Employees are prohibited from engaging in any activity that may conflict with the School's interests. Additionally, employees are prohibited from using the School's resources for professional work unrelated to the School, personal activities, and personal associations. Similarly, employees are prohibited during school hours from engaging in professional work unrelated to the School, personal activities, and personal associations that may conflict with the School.

Such conflicts of interests may include, but are not limited to, private tutoring/lessons, business associations with competitors or vendors, political campaigns,

Employees that is unsure if a conflict exists or if their conduct is otherwise prohibited must speak to a school official.

### **7.6 MOBILE PHONE USAGE**

This policy sets the forth the School's policies regarding mobile phone use for staff members. Mobile Phones are defined to include any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages, including, but not limited to cellular telephones, smart phones, Bluetooth devices, Personal Digital Assistants, pages, walkie-talkies.

#### Using a Personal Mobile Phone at Work

While staff members are permitted to possess mobile phones during work, calls taken during work are disruptive and discouraged. The School does recognize that emergencies may require personal use during the day. To the extent possible, staff member should limit personal calls to breaks and avoid taking calls in front of students. Staff members are prohibited from playing games and/or surfing the internet on a mobile phone.

#### Using a Personal Mobile Phone for Work Purposes

In certain emergencies or unusual circumstances, the School may require a staff member to use his/her personal phone. The staff member may be reimbursed for additional charges a staff member may encounter.

#### School Issued Mobile Phones

The School may issue mobile phones to staff members whom demonstrate a justifiable business need for the mobile phone. Should a phone be granted, its use shall be solely for school business or emergencies. The phone shall not be used as a personal communication device or while driving.

To further ensure phones are used properly, the Governing Authority requires that each staff member issued mobile phone knows and understands the phone's contract requirements, network limitations, long distance, and use; reimburses the Governing Authority for non-School related use; and limits usage to necessary calls. The Governing Authority may audit all cell phone usage.

Phones are a privilege. Phones may be revoked if staff members abuse their phones or use them in a manner inconsistent with this policy.

If the mobile phone is requested back by the School, the staff member is required to surrender it within a reasonable time period. If a staff member fails to return the phone in the period, the employee may be required to pay for the phone's replacement.

#### Discipline

Staff members that violate this policy may result in disciplinary action and/or termination.

## SECTION 8

### **8.1 GENERAL RULES OF CONDUCT**

Employees are representatives of the District, both in and out of the District. Employees are expected to model positive, effective behaviors and to adhere to the highest standards of their professions.

To assist with the efficient operation of The Academy for Urban Scholars High School and to insure the safety and well-being of those at the District, the following rules of conduct are enforced. The rules of conduct are not intended to restrict the legitimate rights and activities of employees, but rather are intended to help employees by defining and protecting the rights and safety of all persons working, attending, or visiting the District.

Employees are expected to acquaint themselves with these rules as well as with other work rules specific to their department. The conduct defined below (and specific department work rules) will subject employees to corrective action, up to and including termination, depending upon the severity of the violation.

The following list of general rules of conduct is by no means exhaustive and other conduct may subject an employee to discipline. Violations of policy include, but are not limited to:

1. Falsification or unauthorized altering, deletion or omissions of records, employment applications, time sheets, time cards, work reports, departmental records, or other documents related to District operations.
2. Unauthorized disclosure of confidential or privileged information.
3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises; or reporting to work under the influence of intoxicating beverages, narcotics or drugs; being in an unfit condition to work.

4. Threatening, intimidating or harassing others in the workplace or on District premises.
5. Carrying weapons onto District premises unless specifically preauthorized to do so.
6. Behaving in an overtly discourteous, abusive or disrespectful manner toward a fellow employee, supervisor, student or any other member of the District community.
7. Stealing, unauthorized removal, unauthorized use, loss, damage, or destruction of property belonging to the District, employees, students or visitors of the District.
8. Refusal to follow a work directive, carry out assigned job duties or insubordination toward a manager, supervisor or management representative.
9. Demonstrating any conduct or behavior, this constitutes harassment, abuse or discrimination.
10. Being tardy, leaving early or absent from work without permission or proper notification. Fraudulent requests for time off or fraudulent absence allegedly due to illness.
11. Taking breaks at unauthorized times or places.
12. Fighting, gambling, use of obscenities or abusive language on District premises.
13. Violating or ignoring workplace safety and sanitary standards and expectations.
14. Unauthorized or misuse of e-resources or District software.
15. Failing to fully cooperate in any District investigation, which includes but is not limited to refusing to participate, providing evasive, untruthful or misleading information.
16. Failing to obtain or maintain a current license, certification or other qualification required by law or the District as a condition of continued employment.
17. Any and all other standards of conduct which the District has established or reasonably has the right to expect in conducting its business.

The aforementioned list constitutes some, but not necessarily all, of the kinds of conduct that will result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline, up to and including termination, based on the circumstances of the individual incident.

## **8.2 CORRECTIVE COUNSELING**

The Academy for Urban Scholars High School operates from the assumption that all of our employees are responsible adults who take their work seriously and conduct themselves with pride and self-respect. As such, we believe employees will rarely lapse from competent work habits or violate established rules and regulations. We also believe that employees will quickly correct any lapses in their work and address any violation of rules or policies if brought to their attention in a professional, constructive manner.

The Academy for Urban Scholars has communicated the policies and procedures of this school with the intention of maintaining an orderly, efficient and safe work environment. When an employee acts in violation of any of these policies and procedures, fair and equitable corrective action will be taken. The District takes a corrective action approach to helping employees resolve performance deficiencies or addressing policy/rule infractions. Corrective actions are determined based on the appropriateness to the infraction and at a level of intervention deemed appropriate to address the issue.

Typically, minor first offenses are addressed with verbal counseling or reprimands. Serious, or more frequent violations warrant more serious action, up to and including termination. Types of corrective action include but are not limited to:

1. Verbal warning or counseling (minor or 1<sup>st</sup> time violations)
2. Written warning in the form of a letter or memo (repeated minor violation)
3. Suspension (serious infraction)
4. Discharge/termination (continuous and/or blatant disregard of school policies, procedures, position, description, or rules)

**\*NOTE:** The Administration may, at his sole discretion, bypass any step in the corrective counseling process or decide not to use it at all.

The corrective action chosen will be appropriate to the infraction and will be based on a number of factors including but not limited to, the work record of the employee, previous occurrences of similar incidents, any previous corrective action taken, the severity of the incident and the likelihood that changed/corrected behavior would result from the action taken.

The District reserves the right to terminate in cases of serious or grievous infractions. Deficiencies and infractions include but are not limited to:

- Unsatisfactory work performance,
- Inappropriate work conduct,
- Rule or policy violations,
- Attendance infractions, etc.

### **8.3 GRIEVANCES & APPEALS**

The District provides all employees various avenues for addressing and resolving disagreements with their supervisor, manager or any other member of the District community. These avenues include both formal and informal grievance procedures, and regulations. In all cases the District reserves the right to establish and carry out policies and procedures deemed to be in the best interest of proper District management.

#### **8.3(A) Informal**

The School Directors, Department Administrator, Office of the Administration and Business Office are available to assist employees in determining whether the grieved action involves behavior prohibited under the District's nondiscrimination, sexual harassment, racial/disability abuse and harassment policy, and if so, to direct and assist the employee in the District's grievance procedures. In the event that informal discussions are not successful in resolving the problem, the formal grievance procedure may be followed.

This procedure has been implemented to assure the employees fair and equitable treatment.

### **8.3(B) Formal**

The District encourages resolution of grievances on an informal basis whenever possible. Informal discussion often results in solutions to employment problems more readily than formal procedures. In the interest of good employee relations, employees are encouraged to call attention to any problem relating to employment by discussing the matter with their immediate supervisor. Informal talks with higher levels of supervision may be necessary as a next step.

## **8.4 NON-DISCRIMINATION POLICY**

As stated in the Equal Employment Opportunity statement, the District does not discriminate on the basis of any protected status. It is the intent of The Academy for Urban Scholars High School to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations.

In the event an employee feels that he or she has been discriminated against by any action prohibited by law, he or she may seek the assistance of the Administration. Informal discussions to resolve the problem are encouraged before a formal complaint is made.

Complaints brought to the Office of the Administration/Principal/HR will be handled in a confidential fashion, to the extent possible and practicable, will be investigated thoroughly and resolutions will be recommended. An employee may contact this office without fear of retaliation regarding his or her employment status. However, frivolous or fraudulent complaints will not be entertained and may result in disciplinary action.

If a resolution is not reached at this step, the employee may utilize the grievance procedure.

## **Section 9**

The safety of The Academy for Urban Scholars students and staff is the utmost importance to the school district. It is imperative that all employees strictly adhere to the policies set forth.

### **9.1 CAMPUS SAFETY**

We take great pride in our well-maintained building, grounds, furniture, equipment and resources. Respect and care for school property is everyone's responsibility. The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all - students, teachers, administrators, support staff and community members - show pride by doing our share to make this school district an exceptional in which to learn and work.

#### **9.1(A) Building PM Hours**

For the safety of the staff, building is to be cleared by 8:00pm. Anyone needing to remain longer must have the written permission of the School Director/HR.

#### **9.1(B) School Visitors & Guests**

Instructional time is the foundation of the educational process and when used wisely is directly related to the increase of student achievement. The Academy for Urban

Scholars School District is dedicated to protecting the quality and quantity of instructional time afforded our students. Interference and disruptions to instructional time are to be kept to a minimum.

With the above premise in mind, the District welcomes authorized visitors and guests to visit our schools and classrooms to observe the work of the schools and to see the quality of education being offered to our students. In order to ensure minimum disruptions and interference to the school day and to assure no unauthorized persons enter our school buildings, each visitor and guest, including those of The Academy for Urban Scholars staff, must report to the school office to receive proper authorization and identification before visiting elsewhere in the building. This policy does not apply when visitors and guests are invited to building-wide assemblies and programs.

Unauthorized persons will not be permitted in school building. School Directors and Security Staff are authorized to take appropriate action to prevent disruptive / unauthorized persons from entering and loitering on school grounds. School Directors and Security Staff are authorized to take appropriate action to remove those persons disruptive to the educational process.

Should you encounter a visitor without a guest badge please direct them to the school office **and** contact the school office immediately. Suspicious individuals both inside and on the grounds of the school building must be immediately reported to the school office.

#### **9.1(C) (1) Staff Civility**

It is expected that members of the District staff will treat parents and other members of the public with respect and have a right to expect the same in return. The District must keep schools and administrative offices free from disruptions and prevent unauthorized persons and/or unruly or disrespectful persons from entering or remaining on school/District grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among District employees, parents and the public. We do not intend this policy to deprive any person of his/her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting teachers, administrators, and other employees as positive role models we encourage positive communication and discourage volatile, hostile, or aggressive actions. The Board of Directors seeks public cooperation with this endeavour.

a. Disruptive Individual Must Leave School Grounds. Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, wilfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on District property will be directed by the School Director or other chief administrative officer to leave school or District

property promptly.

b. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly. If the abusive individual at the meeting, conference, or telephone conversation is terminated; and, if the meeting or conference is on District premises, the employee shall direct the abusive individual to leave promptly.

If the conversation is by telephone, prior to terminating the conversation, the District employee shall inform the caller, parent, or other individual that the conversation may continue when that individual is prepared to act in a civil manner.

c. Provide Policy and Report Incident. When a staff member determines that a member of the public is acting in an uncivil manner, the staff member shall notify the caller, parent, or other individual that they are in violation of Board policy. When feasible, the offending individual will be provided with a written copy of this policy. The staff member will then immediately notify his/her supervisor and provide a written report of the incident.

#### **9.1(C) (2) School Visitors & Guests Conduct Expectations**

- a. All persons on District grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations.
- b. No person is permitted to bring a deadly weapon or dangerous ordnance into a school safety zone.
- c. No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, and other employees of the schools or students.
- d. No person may disrupt, disturb or interfere with the teaching of any class of students or any other activity conducted in a school building or upon the campus or grounds.
- e. Whoever violates the above policy and building regulations will be asked to leave the property by whoever is in charge. Should that person refuse, the law enforcement officials will be called. If the offender should be a student, the person in charge should report the student to the appropriate School Director. The Administration cooperates in any prosecution pursuant to the criminal laws of the state of Ohio and local ordinances.

#### **9.1(C) (3) Solicitations**

No person may sell or offer for sale within school buildings or on school property any articles or services or solicit contributions except those approved by the Administration or the Board. No contact or business transactions (personal or private) by such persons or organizations will occur with District employees during normal working hours. This policy does not prohibit any school fund-raising activity authorized by the Administration or other appropriate building administrator.

Salespeople representing educational companies may be granted the opportunity to speak to teachers by making arrangements through the Office of the Administration. Such appointments must not interfere with the classroom work of the teachers.

The school directory or lists of students are not made available to any outside person or agency for a profit-making purpose.

No notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the schools will be distributed or displayed in any school building or on school property without the advanced written permission of the Administration or designee. No notices or private business meetings, even by school personnel, will be allowed in school buildings after hours unless approved in advance by the Administration/designee and the School Director.

#### **9.1(C) (4) COVID**

- a. All staff and students must wear facial coverings (masks) in any indoor location, outdoors on school property when at least six feet distance between individuals cannot be maintained, and while riding in a school bus or van.
- b. If you are experiencing any COVID signs you are required to stay home
- c. You must complete a COVID test within 24 hours of symptoms
- d. If you find that you are sick and cannot come to work or leave work sick you are required to get a test completed the **day of onset** and confirm the negative results prior to your return.
- b. If it turns out that your testing results are positive you will be required to stay home for 10 working/business days in which you will be paid as normal and permitted to work from home. We do not have a work from home policy in which working from home is only permitted due to an inability to work in office due to Covid-19.
- c. Should you decide to self-quarantine due to being exposed to Covid-19 or receive medical advice to do so though tested negative you will be required to use your PTO during your time off. If you find that you are out of PTO you will still need to complete a PTO form and will have to take the time off as unpaid.

#### **9.1(D) Staff Parking**

All staff members are encouraged to park in the parking lot. Although these areas are unsecured they are the safest areas for parking due to their proximity to the buildings. Doors and windows should remain secured while vehicle is unoccupied. The Academy for Urban Scholars High School is not responsible for damages to or theft of vehicle or its contents while on The Academy for Urban Scholars property. Incident reports should be completed and submitted by the employee to the District Office should an event of this nature occur.

### **9.1(E) Drug/Alcohol-free Workplace Policy**

In order for the School's mission to be realized, the School's environment must be free of drug use and the negative consequences associated with drugs. The School is a drug-free workplace and prohibits the use of drugs or any controlled substances by its staff members as specified by this policy. The School will not tolerate any drug use or controlled substance abuse, which threatens the health and wellbeing of its staff members and students or threatens the School's operations.

This policy applies to all School staff members, staff members of temporary employment agencies that perform work on the School's behalf, all staff members of contracts that provide services at School locations, and all applicants for employment at the School.

The School is committed to maintaining a safe workplace and an educational environment free from the influence of drugs and alcohol. All staff members are required to read and abide by the following policy.

#### Prohibition of Drugs & Alcohol

While on school premises, school supplied vehicles, facilities managed by the School, or during working hours, no staff member or other individual shall be under the influence of, consume, share, use manufacture, possess, distribute, dispense, or sell any of the following: drugs, alcohol, tobacco, or other controlled substance.

While off School premises, no staff member shall be under the influence of, consume, share, use manufacture, possess, distribute, dispense, or sell any illegal drugs.

The School further prohibits individuals from using alcohol or any controlled substance to the extent the alcohol or controlled substance negatively affects an individual's job duties, the safety of others, or the School's reputation.

If a staff member is in a drug or alcohol treatment/counseling program, the staff member must adhere to the program's requirements.

Staff members are prohibited from being arrested or convicted under any drug law, or any driving while under the influence of alcohol or other drugs. If a staff member is arrested or convicted of a controlled substance law, the staff member must notify the School within (5) days of the matter.

#### Medicine Use

Employees may use over-the-counter medication or prescribed medication. Employees must discuss with the physician or pharmacist the medication's potential side effects. Any potential side effects or drugs that may affect an employee's mental or physical abilities must be reported

to the Head Administrator. The Head Administrator or his/her designee will determine if the employee's job duties shall be changed while the employee is on the medication.

### Drug and Alcohol Testing

Employees may be required to submit a blood, urine or other sample for testing for an approved reason. Prior to the testing, staff members will be given the opportunity to list and explain the use of all drugs, prescribed and otherwise, that the staff member has used in the last thirty (30) days. Employees are required to consent to the (1) testing and (2) releasing the results to the School. Employees are prohibited from refusing to consent to a test. If an employee refuses to consent, the School will consider the test as refused, will discharge the employee, and may deny the employee workers' compensation. Employees are prohibited from tampering with any urine, blood, or other sample submitted from testing.

Tests may be conducted at the following times.

- *Pre-Employment Testing.* An employee may be tested as a condition of employment.
- *Standard Testing.* An employee will be tested when there is specific reason to believe the employee's work performance or behavior indicates the employee may be under the influence of drugs and/or alcohol. While the School awaits test results, the tested employee will be temporarily suspended. Specific reasons that may justify a test include evidence of specific physical, behavioral (absenteeism or irregular attendance), or performance indicators (confusion or deteriorating performance).
- *Post-Accident Testing.* An employee will be tested when an accident occurs and an employee either contributed to an accident or it cannot be determined that the employee did not contribute to the accident. Tests must be performed as soon as possible to ensure a clear indication of the employee's drug or alcohol level. Accidents that require testing include, but are not limited to, the following: serious bodily harm, death, explosion, fire, serious damage to School property, serious damage to the property of others, or any other similar event that the School determines requires testing.

### Tobacco Use Prohibited

The School prohibits tobacco usage on School grounds. The absolute prohibition on tobacco usage extends to all persons including students, staff members, school visitors, and any other person on school property.

### Searches

Searches may be conducted whenever the School has reason to believe that (1) an employee possesses alcohol or drugs on School premises or (2) the employee's work performance or behavior is impaired by alcohol or drugs. The search may include the employee's person; the employee's automobile or personal effects on school property or any facility maintained by the School; the employee's locker, desk or other School property that the employee controls.

### Discipline

Employees that violate the School's Drugs & Alcohol Policy may be (1) subject to discipline, up to and including discharge and (2) referred to an appropriate treatment and counseling program. The treatment and counseling program is designed to help the employee, and an employee that enters treatment or counseling may be reassigned to another position temporarily. Any employee who is in a treatment or counseling program and tests positive for alcohol or drugs *will* be terminated.

Employees that refuse to submit to a test, fail a test, or tamper with a test may be (1) subject to discipline up to and including discharge, and (2) disqualified from receiving compensation and/or benefits under Ohio's worker compensation laws.

#### **9.1(F) Smoking Policy**

The Academy for Urban Scholars High School maintains a smoke-free environment for the greater health, comfort and productivity of all students and staff.

Recognizing these health issues, the Board of Directors, in accordance with Chapter 3794 of the ORC, prohibits smoking and the use of tobacco on school managed property and in all District-owned, leased or contracted buildings and/or vehicles.

Staff violations are subject to District corrective counseling procedures, up to and including termination.

Citizens in violation of this policy will be directed to cease and/or directed to leave school property.

#### **9.1(G) Weapons Policy**

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 ordinance 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). Violation of this policy will result in immediate termination.

A notice to this effect is posted at the entrance to all school buildings and on all school managed property.

### **9.2 WORKPLACE SAFETY**

The Academy for Urban Scholars High School strives to make the working environment as safe as possible in order to eliminate or reduce conditions which shall result in personal injury and property loss to employees, visitors, students and parents. Employees are expected to abide by the safety policies and procedures of their department and to carry out their job duties in a safe and productive manner. It is the duty of every employee to report workplace hazards or safety concerns to their supervisor for correction.

Working safely is no accident. It is each employee's responsibility to perform his/her work in a safe and responsible manner. Any item or article of dress deemed to be inappropriate or unsafe is prohibited.

Each District department reserves the right to establish and enforce safety regulations conducive to that department's efficient and productive operation.

### **9.2(A) Violence in the Workplace**

The Academy for Urban Scholars High School will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. The District will take all available steps to ensure compliance with this policy, including disciplinary and legal action, if warranted.

Any employee who is threatened with bodily harm by an individual or a group while carrying out his/her assigned duties shall immediately notify the administration. Immediate steps will be taken in cooperation with the employee to provide every reasonable precaution for his/her safety.

Precautionary steps, including legal action, shall be reported to the Office of the Administration. Potentially dangerous situations must be reported immediately to a School Director.

Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed on a need to know basis only.

The District will actively intervene at any indication of a possible hostile or violent situation.

### **9.2(B) Harassment/Sexual Harassment**

It is the policy of the District to provide a work environment free from all discrimination and, in particular free from harassment including sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature or based on gender when (1) submission to such conduct is made either explicitly or implicitly a condition of one's employment; (2) submission to or rejection of such conduct by an individual issued as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Further, the Firm expressly prohibits any form of unlawful harassment of employee and co-workers based on race, color, religion, creed, gender, national origin, age, marital or veteran status, or the presence of disabilities.

Harassment or sexual harassment of any employee at the District by another employee, including attorneys, or by any other individual who comes in contact with the District's employees as part of his/her job, will not be tolerated. Disciplinary action up to and

including termination of employment will be taken against anyone, including attorneys, who violate the District's policy against harassment.

The District cannot address a problem of which it has no knowledge. Any employee who believes that he/she has been subjected to harassment of any kind at the Firm should report the incident immediately to the Executive Director, Administration, School Director, the employee's supervisor (if the supervisor is not the accused). All complaints of harassment will be immediately investigated. An investigation will be conducted in a confidential

manner to the extent possible, and the District will not tolerate any retaliation against any employee who makes a complaint alleging sexual harassment or harassment of any kind.

### **9.3 EMERGENCY INFORMATION**

Each employee will receive and should formalize themselves with the Emergency Operations Plans. The School Director will notify all staff when the plan has been modified.

#### **9.3(A) Emergency Notifications**

To ensure that employees are notified promptly during emergencies, the office staff should know the whereabouts of each employee during working hours. Employees should indicate their destination when out of the facility. A computerized employee time log will be maintained in the office by the administrative assistant. The time log will inform everyone when someone is out of the building at all times. The administrative assistant will update the time logs on a daily basis and based upon information from the staff and Administrator.

#### **9.3(B) Fire Drills**

The District, in accordance with ORC 3737.73, shall conduct nine (9) fire drills/rapid release drills throughout the school year. These drills will be conducted by the Administration. On some occasions unscheduled drills will be conducted by the local area Fire Department.

All staff members are required to leave the building and be accounted for during these drills.

#### **9.3(C) Tornado Drills**

Tornado drills will be conducted from April through June each school year. All staff members are required to participate in these drills.

#### **9.3(D) Electrical Outages**

In case of electrical outages; students and teachers will remain in the classroom until instructed otherwise by the school administrator. Do not change classes, even if the bell should ring.

#### **9.3(E) Staff Accident Forms**

Employees who are injured on the job must fill out an accident report within 24 hours. All injuries, regardless of severity, must be reported. Accident report forms can be found in the school offices or can be obtained from the school nurse.

#### **9.3(F) Hazardous Materials**

Employees who work with hazardous materials will receive instruction and orientation to the District's Hazardous Materials Procedures as well as to safety procedures involved in working with hazardous materials. Other programs such as Blood borne Pathogen Training are offered to employees on a scheduled basis according to OSHA legal requirements.

#### **9.3(G) Lockdown Drills**

Lockdown drills will be conducted from November and February each school year. All staff members are required to participate in these drills.

## SECTION 10

### **10.1 ACCESS TO ELECTRONIC INFORMATION, SERVICES AND NETWORKS FOR DISTRICT EMPLOYEES**

The Academy for Urban Scholars High School is committed to the development and use of appropriate educational methods, including making a broad range of technological resources available to staff to enhance our mission of providing excellent educational services to the community. The District's goal in providing these services to staff is to promote learning by facilitating resource sharing, innovation and communication.

Although The Academy for Urban Scholars High School does not have control over all information available through electronic information resources, all staff are expected to adhere to the following guidelines in the use of district provided technology resources. For purposes of these guidelines, electronic information and communication resources include, but are not limited to:

- telephones,
- computers
- hardware and software
- ancillary computer equipment
- internet services
- electronic mail
- televisions
- audio/video equipment

### **10.2 ACCEPTABLE USE POLICY**

The District's educational goals and administrative policies shall be used as guides when selecting and appropriately using electronic information and communication resources.

The Acceptable User Policy is as follows:

A. Use of the District's electronic information and communication resources is not private. The school district retains exclusive control of electronic information and communication resources provided to all staff. The District may inspect and review any or all use of those resources at the discretion of the Principal (designee). Such reviews will be conducted as the District deems necessary and may occur with or without notice, with or without consent and without a search warrant.

B. Use of District provided electronic information and communication resources is a staff privilege and may be suspended or terminated at any time for any reason at the discretion of the Administration (designee).

C. Users are responsible for appropriate use of District provided electronic information and communication resources. These resources, including passwords, are to be used only by the authorized staff member and are not to be shared with other staff, students or the public.

D. Users shall not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other network users without permission. No use of the District's electronic information and communication resources shall serve to disrupt the use of other users. District owned resources shall not be destroyed or abused in any way.

E. Use of the District's electronic information and communication resources for personal entertainment or business, commercial or financial gain, soliciting or lobbying for political or religious causes, use for unethical or disruptive activities, sending junk mail or chain letters is prohibited.

F. Use of the District's electronic information and communication resources to transmit information that is discriminatory, harassing or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization is prohibited.

G. Use of the District's electronic information and communication resources to access pornographic sites or display images of a sexual nature is prohibited (see Sexual Harassment policy).

H. Use of the District's electronic information and communication resources in violation of any local, state or federal law is prohibited. This includes, but is not limited to, the use of copyrighted material or material protected by trade secret.

Failure to comply with these administrative guidelines may result in the termination of privileges to use the District's electronic information and communication resources. Additionally, appropriate corrective and/or disciplinary and/or law enforcement action may be taken consistent with Board policy and/or law enforcement requirements.

### **10.3 SOFTWARE INSTALLATION AND MODIFICATION OF DISTRICT COMPUTERS**

- A. All software should be installed by Kourtney Rix, Administration Assistant.
- B. Individuals may not install software on district computers without express permission from the Director of Operations.
- C. No personal software is allowed on district computers.
- D. Software or programs should not be downloaded from the Internet.
- E. All district computers have specific backgrounds and policies applied, based on the status of the logged-in user; these settings should not be modified.

### **10.4 NON-DISTRICT OWNED EQUIPMENT**

Computers that are not owned by the District should not be connected to the district network. The exception would be for presentations and/or workshops given by vendors and presenters or by authorization of the Director of Operations.

Only district-owned peripherals (PDAs, printers, scanners, etc.) should be connected to district computers.

### **10.5 PASSWORDS**

All passwords must be submitted to the School Director. Each password and/or password changes will be recorded and kept on file.

### **10.6 SOCIAL MEDIA**

The District recognizes that Staff members are increasingly connected online and that social computing may present opportunities for professional enrichment. The School permits staff members to participate in Social Computing, but requires staff members to act responsibly in light of their professional positions. Social Computing may not occur during work hours. Staff members are responsible for the groups they join, the content they create, the content others post on their accounts, and the public nature of the groups they participate in.

Social Computing is defined broadly to include social media, social networking, blogging, vlogging, micro-blogging, chatting, posting, commenting, and other interactive activity online.

Staff members are personally responsible for the content they publish online. Staff members are prohibited from posting photographs, videos, links, documents or other information that is inappropriate, unprofessional, and/or may disrupt classroom activity. Such postings may include information regarding students, employees, classes, and school officials. The Head Administrator has sole discretion in determining whether classroom activity has been disrupted. Staff members that violate this rule may be disciplined and/or terminated.

Staff members that publish content in their capacity as an employee of the School must make it clear that the views expressed are of the employee and not the School. A disclaimer should be displayed stating "the postings are my own and do not necessarily represent the School's position or opinions."

Staff members must vigilantly monitor their accounts and activity that occurs and must remove anything inappropriate.

#### Using Common Sense

Staff members are urged to use common sense when considering whether to publish content or participate in social computing. Staff members are advised to review this policy before they act.

The School's Head Administrator is required by the Ohio Department of Education to report improper use of technology if the technology if the acts violate the Code of Professional Conduct for Ohio Educators.

## **10.7 EMAIL ACCESS & USAGE,**

### **10.7(A) Access**

AUS Ohio is the District e-mail application for all District employees when conducting business in, or for, the District. It may also be used for incidental personal communications.

Staff members may also have access to a Gmail account through the District's GoogleApps service.

### **10.7(B) Usage**

Both systems access the same information (mail, calendar, tasks appointments). The Gmail allows you to use your email from any machine that has Internet access, making it convenient to check from home or if you are attending a conference.

It is the District's expectation that employees will check their email and voicemail on a regular basis and respond to messages in a timely manner.

## **10.8 MEDIA**

The Academy for Urban Scholars High School recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs and conditions of the District's schools and their instructional programs. While it is our intent to cooperate with the news media to insure complete and accurate coverage of newsworthy events in the District, it is also our intent to safeguard our students and staff from unwarranted disruption to their instructional program or privacy infringement.

To ensure clear communications, Staff members may not provide information or give interviews with the media unless permission is first obtained from the Chief Operations Officer (Head Administrator) and all of the following occur:

- the interview or appointment is arranged at a time and location that does not interfere with the effective performance of the Staff member's or School employee's duties and responsibilities; and
- the Head Administrator is present during the entire interview and/or meeting.

Any photograph that is deemed to be of a controversial nature or that invades the privacy of any individual shall not be released to the news media.

The School reserves the right to negotiate and enter into a contract with any outside agency for the right to record and/or broadcast any School event, whether in audio or visual format, so long as the contract terms are competitive and beneficial to the School.

Staff statement to the media: "Thank you for the inquiry, we have a media relations department and they will be in contact with you soon."

# **SECTION 11**

## **11.1 STUDENT ENROLLMENT POLICY AND PROCEDURES**

Entry to The Academy for Urban Scholars is open to any student of the Columbus community within the barriers of Franklin County. However, prospective students may find themselves on a waiting list. Here is an explanation of why this occurs.

The Academy for Urban Scholars has a range of policies which have been adopted for the benefit of all students in the School. Two of these policies have a direct bearing on enrollment availability. In almost all cases class size at The Academy for Urban Scholars is restricted to twenty-five (25) students with the exception of classes with a teacher's aide. Many of the classes are smaller than twenty-five (25) but this is, for most intents and purposes, the maximum class

size. This can place a restriction on the availability of a place, particularly in the popular entry points to the school.

The Academy for Urban Scholars Enrollment Policy is as follows:

1. Parent/Student expresses interest in The Academy for Urban Scholars.
2. Registration packet can be picked up in the administrative office or can be mailed directly to the parent.
3. Parent/Student completes the registration packet which is then returned to the Administrative Office along with all other required documentation. Applications without required documentation are not accepted.
4. The Admissions Office reviews the application and reviews the updated school enrollment figures to determine whether the placement is available for time requested.
5. Should space be available the parent/student is notified by mail of availability and acceptance.
6. Should placement not be available, the student is then placed on a waiting list in the order in which it was received. That student's file is kept in the admissions office
7. When a placement becomes available the Admissions Office refers back to the waiting and contacts the next applicant's parent for admission.
8. Should that parent/student already have a placement for their child in another educational institution, The Academy for Urban Scholars Admissions office then moves on to the next available applicant.

Current students (who must re-enroll) are given preference to those who are enrolling for the first time. Preference is also given to incoming siblings of current students. It is The Academy for Urban Scholars' goal to educate all children to their maximum potential. Enrolled later than that time is still probable, but at the popular entry points this cannot be guaranteed.

## **11.2 TREATMENT OF STUDENTS**

All employees are expected to interact with students in a professional, respectful and cooperative manner. Employees exhibiting inappropriate conduct and/or language will be subject to corrective action, including termination.

## **11.3 STAFF, STUDENT & PARENT RESPONSIBILITIES**

### **11.3(A) The Academy for Urban Scholars Staff Responsibilities**

The Academy for Urban Scholars Administration and staff have the responsibility of:

- Providing a healthful environment conducive to learning and focus on academic achievement;
- Modeling acceptable behavior that exemplifies the high expectations held for student and parents;
- Frequently monitoring the progress, attendance and behavior of student through a vary of ways;
- Providing consistent and appropriate supervision of assigned students, as well as for all students in the school district
- Providing leadership embodying the principle of conflict resolution in the building and the class;
- Keeping line of communication open between home and school, including, but not limited to meeting with parents;
- Being responsible for the distribution, explanation and enforcement of the rules and regulations of The Academy for Urban Scholars as outlined in this manual.

### **11.3(B) THE ACADEMY FOR URBAN SCHOLARS Student Responsibilities**

The Academy for Urban Scholars students have specific responsibilities, both as citizens and members of The Academy for Urban Scholars community. These responsibilities must be met at all school functions whether the student is in the school building, traveling to and from school via school provided transportation or representing The Academy for Urban Scholars.

Students are expected to:

- **Respect yourself by the way you behave.** Do assigned work, get along with others, groom yourself properly and practice self-control. Do only those things that will help you to achieve a successful and healthful future.
- **Respect others** by the way you communicate with fellow students and adults. Listen to others and share materials and ideas. Treat your associates with courtesy, justice and truthfulness.
- **Respect property** by always getting permission when using something that does not belong to you, by taking reasonable care when using other's property, by always returning property to its rightful place and owner and by keeping all desks/work areas and lockers clean. Take care of your things and those things that we share.

Students also have the responsibility of actively engaging in the serious business of learning.

The Academy for Urban Scholars students are expected to:

- Attend school regularly and be in time for school and all classes
- Remain in classes until excused
- Pay attention to instructions
- Study and complete assignments to the best of their ability
- Be prepared to work each day by bringing books and all other materials and tools needed for each class
- Learn appropriate skills to deal with conflict situations in effort to avoid disrespectful and/or harmful behaviors.
- Develop and maintain a positive attitude toward education by demonstrating those strategies that will enable them to be successful, self-motivated students:
  1. Good study habits
  2. Appropriate communication tools
  3. Good citizenship qualities
  4. Test-taking skills

### **11.3(C) The Academy for Urban Scholars Parent Responsibilities**

Parents/Guardians have the responsibility to:

- Know the expectations of parents and students as outlined in this manual;
- Require prompt and regular school attendance;
- Support school staff and officials in their efforts to develop and maintain a well-disciplined school;
- Teach the student socially acceptable behaviors, to have respect for authority and the law, and to be accountable for his/her actions;
- Maintain interest in the student's schoolwork and activities;
- Send child to school well equipped, well raised, in good health and with a positive attitude conducive to learning;

- Attend parent teacher conferences and meetings;
- Share the responsibility for student conduct within the school;

#### **11.4 STUDENT SAFETY**

Student safety is of the utmost importance to this school district. Violation of these policies will result in severe disciplinary action, including possible termination.

##### **11.4(A) Student Supervision**

It is the responsibility of the faculty and staff of the district to ensure the safety of the students by the use of effective and constant supervision.

##### **11.4(B) Early or Temporary Release of Students from School**

No The Academy for Urban Scholars staff member shall permit the early or temporary release of a The Academy for Urban Scholars student without the expressed written authorization of the custodial parent/guardian. All verbal parental authorization must be verified and re-authorized by a school administrator.

##### **11.4(C) Student Removal From Campus By Staff**

No The Academy for Urban Scholars staff member shall remove from The Academy for Urban Scholars campus any student, for any purpose without the expressed written authorization of the custodial parent/guardian **and** the authorization of the building administrator.

No The Academy for Urban Scholars staff member shall have knowledge or suspicion of the release or removal from the school grounds of a The Academy for Urban Scholars student without proper authorization and withhold said information from school administration and/or custodial parent of said student.

##### **11.4(D) Hall Passes**

To maximize learning, students should remain in class as much as possible. Hall passes are prohibited ten minutes after class starts and ten minutes before class ends.

In order to properly account for all students at all times, hall passes to the restroom, office, and etc. shall be kept to a minimum.

Generally only one student should be allowed out of class at a time.

No staff is to sign or vouch for the whereabouts of a student if that student was not with them.

##### **11.4(E) Field Trips/Student Outings**

Fields trips are approved by the submission (and approval) of a Field Trip Request Form. See field trip policy for additional information.

##### **11.4(F) Local Authorities**

Whenever possible, police officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities shall bring the student to a private room and the contact will be made out of the sight of others as much as possible.

Teachers are to remain with their assigned students for the duration of the assigned class periods. Students must not be left unsupervised. It is not the responsibility of a student to “watch a class” for the teacher,

#### **11.4(G) Transporting Students**

The Academy for Urban Scholars Administration recognizes the need for some school employees, or volunteers serving in an official capacity, to use their own or other motor vehicles for school purposes. To safeguard the school district, employees and students in matters of safety and liability during the transport of students, the following policy guidelines shall be observed:

1. District employees or other persons serving in an official capacity shall have the written permission of the Office of the School Director in order to use a motor vehicle for school district purposes. Permission may be granted providing transportation has satisfactorily met all District and state law requirements.
2. The District shall assume no liability in case of an accident; unless the employee or volunteer is serving in an official capacity has obtained the necessary authorization. When the employee or volunteer uses his or her own vehicle, the driver's automobile insurance is the primary carrier with the District's insurance being secondary.
3. Transportation in other than a school bus is strongly discouraged and used only when no other practical transportation is available.
4. Staff may not transports students of the opposite sex alone.

#### **11.4(H) Monitoring Student Technology Use**

Although there are technical filtering and monitoring systems in place, it is the responsibility of all staff members to monitor student technology use. This can be done by:

1. Making sure screens in classrooms and labs are visible at all times
2. Not allowing students in the classrooms or computer labs unless supervised
3. Integrating appropriate and ethical use of technology into instruction.

#### **11.4(I) Search and Seizure Policy**

Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of the school district. The Administration and Behavioral Team shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that a student has violated or is violating either the law or the rules of the school. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

#### **11.4(J) Force and Restraint Policy**

The School shall make every effort to prevent the need for the use of Restraint and/or Seclusion. Restraint and/or Seclusion shall not be used, except when there is an immediate risk of physical harm to the students or others, and shall only occur in a manner that complies with this policy and protects the safety of all children and adults at the School. Every use of Restraint and/or Seclusion shall be documented and reported.

#### **11.5 STUDENT UNIFORM POLICY**

**Violation of school uniform policy is a serious infraction at The Academy for Urban Scholars.** Any student found out of compliance with this policy will receive disciplinary points and will receive further disciplinary actions, including in-school suspension or night school. Students in serious violation will be sent to the office, parent will be notified and required to bring the proper uniform attire or pick the child up for the rest of the day. The student shall not be permitted back into the school community or class that day until properly dressed. Should a student be picked up by a parent for the remainder of the day for non-compliance of dress code, that day shall be recorded as an unexcused absence.

#### **THE ACADEMY FOR URBAN SCHOLARS Student Dress Code**

1. All Staff will be required to assist and communicate when students are out of dress code
  - **No gang color in any clothing garments, ie: red shirts, blue shirts, black shirts**
  - **No white t-shirts**
  - **No head wraps/scarves**
  - **No cleavage**
  - **Only collar shirts can be worn (for example, polo button up). Red, blue or black shirts are not permitted**
  - **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**
  - **No book bags will be allowed**
  - **Coats are not permitted in classroom**
  - **No pajama pants**
  - **No house shoes/slippers**
  - **Hair must be neat**

## **SECTION 12**

## **12.1 STUDENT PROGRESS EVALUATION**

Evaluation of student progress is an essential task of every classroom teacher. Evaluation marks serve as a written record to inform others of the student's progress in each course. Records follow the student if he/she transfers to another school and are frequently used by colleges and employers for reference. The grading marks are important and permanent. It is essential that the student understand how each teacher will determine the grade. The marks must be arrived at in a fair manner which is applicable to all students. Each classroom situation provides the basis for day-to-day sampling of student behavior.

There is a 48 hour turnaround time to submit credit forms to the Academic Affairs office. Students are not considered complete until final grade has been entered in Progress Book (by the teachers) and a credit submission form as been submitted to the Academic Affairs. Academic Affairs is responsible to update students schedule within 24 hours from receipt of form.

### **12.1(C) Ohio Graduation Test (OGT)**

The State of Ohio requires all students to pass the new Ohio Graduation Test (OGT) to receive a diploma of graduation. The OGT measures content learned through the end of the 10th grade. There will be multiple opportunities throughout high school (twice yearly) for students to pass all five assessments that make up the OGT. The tests will include multiple choice and constructed response questions (short answer and extended response). Alternate assessments will be available for students with significant disabilities.

### **(D) Ohio's State Tests (Class of 2018 and beyond)**

Students [earn a cumulative passing score of 18 points](#), using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

## **12.3(A) Academic Progress**

Academic achievement at all times must remain the central focus of both staff and students. Academic Progress will be the key indicator on whether a student will be retained or promoted to the current grade level. Students who have failed to achieve a cumulative final grade of at least a "D", or its equivalent, in two (2) or more of the required curriculum subject areas by the last day of the school year will automatically be considered for retention by the Retention and Review Board at its earliest opportunity. The subject area curriculum is the curriculum of record approved by The Academy for Urban Scholars Board of Directors and the Ohio Department of Education to be taught to the students of The Academy for Urban Scholars by the teachers. In addition, students who do not maintain at least a 2.0 cumulative grade point average will be prohibited from participation in all non-academic afterschool activities.

## **12.3(B) Student Attendance**

Attendance at school, or lack thereof, can be a major factor in the academic performance of a student. Students who have been truant for more than ten per cent of the required attendance days of the current school year (72 hours or 14 unexcused school days) will be automatically be considered for retention by the Retention and Review Board. Truant at The Academy for Urban Scholars refers to an absence that has not been excused by school administration. Please refer to The Academy for Urban Scholars Student Handbook for further details about the school's absence policy.

## **12.3(C) State Mandated Assessments (if applicable)**

Summative assessments (formal statewide assessments) are tools that help drive instruction and curriculum strategies. It is critical that students perform their very best on all statewide assessments as these are the only authentic means of gauging progress and achievement from year to year. Therefore, The Academy for Urban Scholars Retention and Review Board will consider retention for any student that does not score proficient on one or more state mandated assessment.

### **12.3(E) Behavioral Readiness**

For any academic institution to run smoothly and efficiently, all students must conduct themselves according to the rules and regulations of the Academy. When students do not follow the rules and guidelines of the Academy, it interferes with the educational environment of other students. This cannot be accepted, and therefore behavioral readiness must also be a factor in promotion or retention. Therefore, any student who receives seven (7) or more behavioral infractions within one calendar school year will be referred to the Retention and Review Board for retention. A behavioral infraction is defined as any act of student misbehavior or gross misbehavior that violates The Academy for Urban Scholars Student Code of Conduct.

## **SECTION 13**

### **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 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

#### **PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Governing Authority authorizes the Superintendent, School Director, and other authorized personnel employed by the school to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the school for offenses or violations of the Student Code of Conduct/Student Discipline Code.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

This policy shall be posted in a central location in each school building and will be available to students upon request.

## **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.

## **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 extra curricular 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.
- **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
  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.

- **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 ScholarsSchool 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 media (local newspaper, flyers, internet, etc) under the title "FCI", "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.

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 Scholars, 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 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.

- **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.

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 Scholar 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);
  - 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.

- [Confidential 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

<b>90-80 POINTS</b>	Written warning by staff. Document placed in student's file. Phone call is made to parent or guardian. Demerits are added to annual total and letter sent home with student and mailed home to parent.
<b>79-70 POINTS</b>	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.
<b>69-60 POINTS</b>	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.
<b>59-50 POINTS</b>	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.
<b>49-40 POINTS</b>	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.
<b>39-30 POINTS</b>	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

<b>29-20 POINTS</b>	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 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.
<b>19-10 POINTS</b>	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.
<b>9-1 POINTS</b>	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.
<b>0 POINTS</b>	<b>EXPULSION FROM THE ACADEMY FOR URBAN SOLUTIONS</b>

### 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 less 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. 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.

### **13.6(C) Emergency Removal**

An Emergency Removal means a student has committed an offense that warrants their immediate 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 expulsion 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.

### **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.

### **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 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 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.

**Discipline policy for students and Transportation:**

Conduct that occurs off The Academy for Urban Scholars Youngstown 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.

**PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Governing Authority authorizes the Superintendent, School Director, and other authorized personnel employed by the school to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the school for offenses or violations of the Student Code of Conduct/Student Discipline Code.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

This policy shall be posted in a central location in each school building and will be available to students upon request.