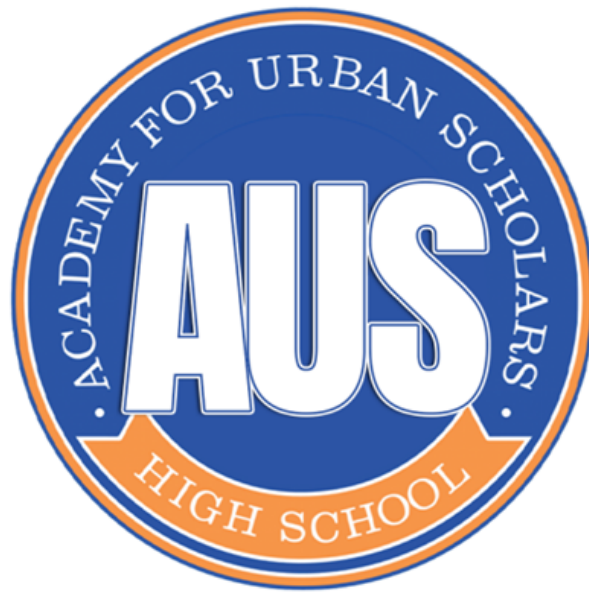




AUS SCHOLAR HANDBOOK





About this Handbook

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

School's Mission/Aspiration:

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

The Academy for Urban Scholars focus is to ensure each graduate is prepared for the 3'E's, Enrollment, Enlistment and Employment.

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

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

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

Non-Discrimination Policy

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

Educational Philosophy:

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

We believe that:

-  Urban scholars, the same as all others, are born to serve an important purpose
-  Urban scholars, like 'seeds', already possess the ingredients necessary to 'bloom and manifest' their unique purposes
-  To achieve their purpose in life all scholars must believe in themselves, know their history and embrace their heritage
-  When scholars are afforded a nurturing professional environment they will reach their maximum potential and become empowered to become productive citizens



- ✚ Administrators and staff of urban scholars must exhibit integrity, professional esteem, academic knowledge, instructional competence, and an intense desire to advance scholar development, inter-dependence and scholastic excellence

Therefore:

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

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

Vision:

We envision a learning environment:

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

Commitment:

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

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

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

SCHOLAR HANDBOOK OF RULES AND RESPONSIBILITIES

"The Academy for Urban Scholars" is a community charter school established under Chapter 3314. of the Ohio Revised Code. The school is a public school and scholars enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for scholars at the school that are prescribed by law. Scholars who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their



enrollment in a community school. For more information about this matter contact the school administration or the Ohio Department of Education."

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

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

ATTENDANCE

– ORC 109.65, 3313.64, 3313.65, 3314.06 (F), 3321.01, 3314.06 (E),

Admission is open to any individual between the ages of fourteen (14) and twenty-two (22) who, pursuant to state law, is entitled to attend school. In making admission decisions, the Academy for Urban Scholars High School (the school) shall not discriminate on the basis of race, color, creed, sex, or disabling condition. Upon admission of any scholar with a disability, the School will comply with all federal and state laws regarding the education of scholars with disabilities.

The Academy for Urban Scholars High School shall not limit admission to scholars on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability. The School shall not offer attempt to give any monetary payment or in-kind gift to any scholar or scholar's family as an incentive for the scholar to enroll in the School.

Working with the Admissions Department

Scholars/parents/legal guardians will meet with the admissions department when seeking admission to the school. The admissions department is responsible for collecting and ensuring the proper documentation is processed in a timely manner. If you have any questions regarding your enrollment paperwork, call 614.545.9890.

At the time of application the following documentations are required:

- A. Application
- B. Identification Information (Driver License or State ID)
- C. Birth Certificate Copy
- D. Proof of Residency (lease, utility bill or recent employment check with name and address)
- E. Withdrawal papers from previous school
- F. Proof of High School credits
- G. Proof of custody/guardianship (if applicable)
- H. Individual Education Plan (IEP) if applicable and Evaluation Team Report (ETR) if applicable
- I. Court &/or Mandated Documentation (if applicable)

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



The Parent or Guardian of the Scholar or the Scholar (age 18 or over), shall notify the School when there is a change in the Parent/Guardian or Scholar's primary residence.
The School shall restrict admission to all of Ohio.

If the number of applicants exceeds the capacity restrictions of the School, scholars will be admitted based on a lottery system, with the following scholars given preference:

- scholars who attended the School the previous year;
- siblings of scholars attending the School the previous year;
- scholars who are the children of full-time staff members employed by the School, provided the total number of scholars receiving this preference is less than 5% of the School's total enrollment; and
- scholars who reside in the district in which the School is located.

The lottery system adopted by the School functions as described below.

- Each applicant exceeding the capacity of the School shall be assigned a number.
- A neutral third party will randomly select numbers, and as each number is selected, the respective scholar is placed on the permanent waiting list. Once placed on the permanent waiting list, the scholar retains the position from year-to-year unless the scholar is no longer an eligible scholar, is no longer interested in admission, or is selected for admission and thereby removed from the permanent waiting list.
- The School may, in its sole discretion, decide to institute one lottery system and permanent waiting list, or may decide to institute separate lottery systems and permanent waiting lists for each age or grade.

Acceptable documents for Proof of Residency (POR): Parents/guardians may present any of the following as proof of address:

1. COVID attestation
2. a deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
3. a utility bill or receipt of utility installation issued within ninety days of enrollment;
4. a paycheck or paystub issued to the parent or scholar within ninety days of the date of enrollment that includes the address of the parent's or scholar's primary residence;
5. the most current available bank statement issued to the parent or scholar that includes the address of the parent's or scholar's primary residence; or
6. any other official document issued to the parent or scholar that includes the address of the parent's or scholar's primary residence such as the below:
 - a) Verification of address from Departments of Human Services, Social Security, or personnel office of the scholar's or parent's employer; or statement from landlord, on letterhead, indicating knowledge of parent living with person on the lease.
 - b) Documentation from law enforcement agency or Franklin County Court
 - c) Homeless documentation
 - d) Notarized affirmation



Attendance Policy

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

A scholar is considered absent if they fail to attend in person on their designated days or fail to login onto the online platforms.

When a scholar is absent one day:

1. A phone call from a school representative will be conducted reminding the scholar/parent/legal guardian about school attendance

When a scholar is absent two days:

1. A phone call from a school representative and a warning will be sent home regarding the scholar's attendance.
2. A school representative will conduct a home visit in an attempt to contact scholar/parent/legal guardian.
3. If the scholar/parent/legal guardian is not unavailable during home visit, a letter will be left at the scholar's residence regarding the attempt to contact scholar/parent/legal guardian.

When a scholar is absent three days:

1. A phone call from a school representative and a warning will be sent home regarding the scholar's attendance.
2. A school representative will attempt to contact the scholar's emergency contact
3. A school representative will attempt to contact scholar/parent/legal guardian via social media
4. A school representative will schedule an attendance meeting to assist scholars with barriers that are preventing them from attending school.

When a scholar is absent four days:

1. A phone call from a school representative and a warning will be sent home regarding the scholar's attendance.
2. A school representative will conduct a home visit in an attempt to contact scholar/parent/legal guardian.
3. If the scholar/parent/legal guardian is not unavailable during home visit, a WITHDRAW NOTICE will be left at the scholar's residence
4. Minor scholars will be placed on an attendance intervention plan
5. Parent/legal guardian must participate in a parent meeting (including zoom meeting)

When a scholar is absent seven days:

1. Scholar will be placed on the pending withdrawal list
2. A final home visit will be conducted
3. Truancy charges must be started on minor scholars
4. A school representative will attempt to contact the scholar's emergency contact
5. A school representative will attempt to contact scholar/parent/legal guardian via social media
6. A school representative will schedule an attendance meeting to assist scholars with barriers that are preventing them from attending school.



After 14 consecutive days of being absent from school and no contact scholar will be withdrawn from school.

Withdrawal

A scholar who fails to participate in seventy two (72) consecutive hours of learning opportunities offered, unless the scholar's absence is excused will be automatically withdrawn . Otherwise, a Scholar/Parent/Legal Guardian may withdraw a scholar voluntarily by signing a Voluntary Withdrawal form. Scholar's withdrawal status will be reported to all legal entities as applicable.

Excused absences

Scholars are required to report absences when they are unable to attend school. Absences should be reported by contacting the attendance office. School must be notified 30 minutes prior to school start on the day of the absence. Copies of doctor's excuses or other reasonable excuses can be mailed, or sent via fax to school office. Absences will then be judged as excused or unexcused by administration. A written statement of the cause for absence from the scholar/parent/legal guardian must be submitted to the school within five school days or the absence will be considered unexcused.

Absences due to the following will be excused:

- Personal physical illness
- Personal mental illness
- Illness of child
- Serious illness or Death in the family
- Illness in the family necessitating the scholar's presence
- Observance of religious holidays
- Quarantine of the home
- Court subpoena
- Recertification with Ohio Department of Job and Family Service
- College Visitation
- Medical or Dental appointment
- An emergency or circumstances that in judgment of the school constitute a good and sufficient cause of absence.

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

Make-up work for excused absences

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

Unexcused absences

Unexcused absences are when scholar/parent/legal guardian fails to submit a written statement of the cause for absence within five school days of the absence.

Make-up work for unexcused absences

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



Truancy Policy

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

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

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

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

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

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

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

Scholars may be subject to discipline for violation of the Scholar Code of Conduct/Scholar Discipline Policy even if that conduct occurs on property not owned or controlled by the Governing Authority but that is connected to activities or incidents that have occurred on property owned or controlled by the Governing Authority, or conduct that, regardless of where it occurs, is directed at a Governing Authority official or employee or the property of such official or employee.

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

- Notifying the parent or guardian of a scholar's absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for scholars and families;
- Counseling;
- Parent education and parenting programs;



- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES

- a. Absent 30 or more consecutive hours without a legitimate excuse;
 - b. Absent 42 or more hours in one school month without a legitimate excuse;
 - c. Absent 72 or more hours in one school year without a legitimate excuse.
3. Includes 'excessive absences':
- a. Absent 38 or more hours in one school month with or without a legitimate excuse;
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Ohio law requires that if a scholar is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year, the following will occur. AUS enrollment team will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement. If a scholar's absences surpass the threshold for a habitual truant, the School Director will assign the scholar to a absence intervention team, which will develop an intervention plan for that scholar. Every effort will be made to include a parent, guardian or custodian as a member of the scholar's absence intervention team. Notice of the plan developed by the scholar's absence intervention team will be provided to the scholar's parent, guardian or custodian. At no time, however, will scholars be expelled or suspended out of school due to excessive absences or truancy.

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

Ohio: R.C. 3314.06; R.C. 3313.98; R.C. 3314.03(A)(11)(32) and (33).

Address Verification

For purposes of reporting which school districts the enrolled scholars are entitled to attend, the School shall require each enrolled scholar to submit one of the following documents to verify their home address:

- a deed, mortgage, lease, current home owner's or renter's insurance declaration page, or current real property tax bill;
- a utility bill or receipt of utility installation issued within ninety days of enrollment;
- a paycheck or paystub issued to the parent or scholar within ninety days of the date of enrollment that includes the address of the parent's or scholar's primary residence;
- the most current available bank statement issued to the parent or scholar that includes the address of the parent's or scholar's primary residence; or
- any other official document issued to the parent or scholar that includes the address of the parent's or scholar's primary residence.

On a monthly basis, the School shall randomly review scholar residency records of scholars enrolled in the School. A residence verification card will be mailed to the scholars address on file. If the mail is not returned the residence/address has been verified. If the mail is returned the scholar/parent guardian must provide new proof of residency valid within 30 days from the return mail.



A Scholar's district of residence shall be verified upon initial enrollment, and thereafter on an annual basis.

For purposes of making the determinations required under this Policy, the district in which a parent or scholar resides is the location the parent or scholar has established as the primary residence and where substantial family activity takes place.

If a district's determination differs from the School's determination, then the School shall provide the district with documentation of the scholar's residency and shall make a good faith effort to accurately identify the correct residence of the scholar.

This Policy supersedes any contrary or additional requirements imposed by the respective public-school district of residence.

Ohio: R.C. 3314.11; 3314.03(A)(11)(32) and (33).

Cross Reference: Policy 3515, Required Documents upon Admission.

Racial balance assessment

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

Below are the local resources we will focus on to reach out to the "underrepresented" population at the school. We will distribute fliers, attend community meetings and host open houses for this target audience.

- Local Newspaper, ie: Latino
- Community Centers
- Neighborhood Grocery Stores
- Annual festivals
- Incentive plans for current scholars
- Social Media

CARE OF SCHOOL PROPERTY

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

DRESS AND GROOMING

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

- **No gang color in any clothing garments, ie: red shirts, blue shirts, black shirts**
- **No white t-shirts**
- **No head wraps/scarves**
- **No cleavage**
- **Only collar shirts can be worn (for example, polo button up). Red, blue or black shirts are notpermitted**
- **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**

EMERGENCY SCHOOL CLOSING

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

RELEASING SCHOLARS

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

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

EDUCATIONAL FIELD TRIPS

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

SCHOLAR OPERATED VEHICLES

Scholars may park their vehicles in the parking lot during hours of school operation and other school sponsored events when they are in attendance. AUS is not responsible for any loss or damage to scholar vehicles parked on AUS premises or the contents therein.

SELLING ITEMS

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

COMMUNICABLE DISEASE

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

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



COVID 19:

1. All staff and scholars 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.
2. If you are experiencing any COVID signs you are required to stay home
3. You must complete a COVID test within 24 hours of symptoms
4. Within 24 hours after receiving notification that a scholar, teacher, staff member, or coach has tested positive or been diagnosed with COVID-19, the School will notify parents/guardians of the existence of that case in writing, providing as much information as possible without releasing protected health information.
5. Written notification of a positive test or case shall be sent to parents/guardians of all scholars who share a classroom space or have participated in a school activity during the COVID-19 infections period of the scholar, teacher, staff member, or coach

Universal Exemptions. The following exemptions will be applied to all scholars without request:

1. The scholar is actively participating in physical education or recess, and at least six feet distance can be maintained between individuals; or is participating in an activity that is permitted by a separate ODH order (e.g., interscholastic athletics).
2. The scholar is seated and actively consuming food or beverage.
3. Scholars and staff can maintain at least six feet of distance from each other and the removal of facial coverings is necessary for instructional purposes.
4. Scholars and staff can maintain at least six feet distance from each other and a mask break is deemed necessary by the educator supervising the scholars.
5. The scholar is alone in an enclosed space.

PREGNANT SCHOLARS

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

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

SCHOLAR CODE OF CONDUCT

STATEMENT OF GENERAL POLICY

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

1. Scholars - so that there will be no ambiguity as to what is expected, and
 2. Staff - so that when it is necessary to discipline a scholar, it will be done fairly and respectfully.
- Scholars/ Parents/Guardians must receive a copy of, and review, the Scholar Code of Conduct and Disciplinary Policies and Procedures, and acknowledge that they have done so in writing.*



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

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

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

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 scholar can learn. The school and each classroom will be organized and managed to ensure a safe and orderly environment for scholars and school personnel where effective teaching and learning can occur.

The Academy for Urban Scholars uses progressive discipline and works to keep all scholars in class and learning. Our primary concern is each individual child. However, it must be known that **scholars 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 scholar 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 scholar 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 SCHOLAR CODE OF CONDUCT



The Academy for Urban Scholars School District, in an effort to promote an improved learning environment, unfettered by disruptive scholar conduct, has adopted a code of district policies and procedures dealing with scholar behavior. This comprehensive Code of Scholar 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 Scholar Conduct give direction for proper scholar 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 Scholar Conduct is to establish behavior standards for scholars, delineate specific violations of school rules, and outline appropriate responses to scholar 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 scholar behavior is identified in various portions of the Revised Code of the State of Ohio as indicated.

Off Campus Conduct

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

13.2 SCHOLAR DISCIPLINARY

PROCEDURES 13.2(A) Disciplinary

Write-Ups

Where applicable, before the teacher completes a The Academy for Urban Scholars Disciplinary Form on a scholar, they will have given that scholar three chances to comply with school policy. When a scholar 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 scholar. 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

Scholars 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 scholar 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 scholars to earn back points through various ways (community service, exemplary acts of integrity, assigned research projects, etc.) All scholars 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 scholar 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 scholar when their judgment



deems necessary.



13.4 VIOLATIONS OF THE CODE OF CONDUCT

Scholar 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 scholar by the School Director.

- **Classroom/School Disruption**— A scholar 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 scholar 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 scholars and adults and the safety of The Academy for Urban Scholars property during any period of scholar 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 scholar shall not litter any interior or exterior area owned by or under the control of The Academy for Urban Scholars School District.
- **Loitering**— A scholar 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 scholar 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 scholar achievement.
- **Unprepared for class**— A scholar 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 scholar must not run in the hallway and always walk to the right. This ensures safety for all scholars and staff.
- **Food or Beverage consumption outside of Cafeteria without permission--** No scholar 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 scholar must have a pass from a teacher or administrator when leaving the Cafeteria during breakfast or lunch periods.
- **Locker Disorganization--** Scholars 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 scholar 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 scholar may not distribute any materials (publications, ads, food, etc.) to The Academy for Urban Scholars staff, scholars, or display (hang up on walls) without the express permission of the school administrator.
 - **Failure to identify one's self to school personnel--** A scholar 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—** Scholars shall refrain from any excessive display of affection such as kissing, suggestive touching or sustained hugging while on school grounds.
- **Profanity—** A scholar 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 scholar 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 scholar. The Academy for Urban Scholars will not be held liable for lost or stolen items. If a scholar 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 scholars 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 scholar by the building administrator.

- **Fraudulent Behavior—** A scholar 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 scholar, 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. Scholars 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 scholars is prohibited. Scholars 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, scholars and parents of scholars 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.

Scholars 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 scholar 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 scholar is under the jurisdiction of the school or in the general community.
 - **Horseplay—** A scholar 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 scholar 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 scholars 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 scholar shall participate in horseplay, play fighting or rough housing with other scholars.
 - **Damage/Vandalism to Property/Misuse of School Resources/Facilities —** A scholar 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 scholar and their parent(s)/legal guardian(s). In circumstances where a scholar 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 scholar 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 scholar 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 scholars the first 25 minutes of class. It is the scholar's responsibility to use the restroom and get needed materials from lockers during class change.
 - **Food fighting--** No scholar 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 scholar by the building administrator.

- **Skipping class** - Fifteen minutes after the bell has rung a scholar is considered skipping class. Skipping class is a serious violation of school policy, as school administration must account for all scholar whereabouts throughout the day. All scholars must have permission from school staff or administration to not be in class at the appropriate time.
- **Failure to accept school consequences** - Any scholar 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 scholar**. In extreme cases where a scholar fails to comply with discipline consequences, the building administrator reserves the right assess the scholar a Type V violation which may result in suspension up to permanent expulsion, or forfeit the scholar'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 scholar's intentions, severity of actions, and frequency of discipline occurrences.

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

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

- **Emergency Evacuation Procedures**— A scholar shall not interfere with any emergency evacuation procedures for fire or tornado drills by failing to comply with drill procedures.
- **Gambling**— A scholar 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 scholar shall misrepresent the school by displaying or publicly posting negative language, pictures, videos, etc. of The Academy for Urban Scholars scholars 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 scholar 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 scholar 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 scholar 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 scholar, 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 scholars 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.

Scholars are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a scholar brings a firearm on school property, in a school vehicle or to any school sponsored activity, the school administrator shall **expel this scholar 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 scholar and the incident is a manifestation of the disability; the age of the scholar and its relevance to the punishment; the prior disciplinary history of the scholar; and/or the intent of the perpetrator.

Scholars 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 scholar brings a knife on school property, in a school vehicle or to any school sponsored activity, the Administration shall expel the scholar from school, subject to the same conditions stated above.

Staff must *emphasis to their scholar 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 scholar 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 scholars is an obstacle to this objective and interferes with the rights of scholars 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 scholar and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and reentry programs for scholars.

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

1. Prevention: (e.g. foster scholar self-esteem and confidence in their own abilities, make scholars, 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 scholars affected by their own and others' use and abuse of drugs and alcohol at the Academy for Urban Solutions, on the school grounds, at school-sponsored events, in school-controlled vehicles or in any situation under the authority of The Academy for Urban Solutions).

THE ACADEMY FOR URBAN SCHOLARS scholars 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 scholars 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 scholars.
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. Scholars, 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 scholar 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 scholar is suspended or expelled for drug and/or alcohol possession or abuse. This may result in the loss of the scholar'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 scholar (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 scholar 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 scholar 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 scholar and their parent(s)/legal guardian(s).
- **Hazing—** No scholar 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 scholar 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 scholar, including leaders of scholar 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 scholar 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 scholars 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 scholar 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 scholar, 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 scholar, teacher, visitor, person(s) or business.
- **Selling of Unauthorized Merchandise--** A scholar may not sell any materials (drugs, publications, ads, food, etc.) to The Academy for Urban Scholars staff, scholars, or display without the express permission of the school administrator.
- **Leaving School Property without Authorization** - A scholar shall not leave the school grounds during the academic day without administrative authorization.
- **Violations of the Law** - A scholar shall obey all laws and ordinances of the city, county, and state when the scholar 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 scholars and staff in, and in transit to and from, the school environment."*

Scholars 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 scholars, 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 scholar on the basis of sex, race national origin, religion age, disability or sexual orientation.

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

1. Definition of Terms

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

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



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 scholar has exhibited toward another particular scholar more than once and the behavior both:*

Causes mental or physical harm to the other scholar/school personnel; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other scholar/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 scholar 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 scholars 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 scholars and posting them online; and using Web sites to circulate gossip and rumors to other scholars;
- 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 scholar, unwanted sexual advances or other sexual comments such as sexually oriented gestures, noises, remarks or comments about a person's sexuality. A scholar 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 scholar 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 Scholar Conduct.

7. Harassment of Staff Members— A scholar 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

Scholars 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 scholar 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

Scholars, 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 scholar 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

Scholars 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 scholar(s) alleged to have committed acts of harassment, intimidation and/or bullying.

- Police and Scholar Protective Services

Allegations of criminal misconduct will be reported to law enforcement, and suspected scholar abuse must be reported to Scholar 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. Scholars 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 scholar 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 scholar once their points have been reduced anywhere in the following levels.

DISCIPLINARY INTERVENTION SCALE

90-80 POINTS	Written warning by staff. Document placed in scholar's file. Phone call is made to parent or guardian. Demerits are added to annual total and letter sent home with scholar and mailed home to parent.
79-70 POINTS	Write up place in scholar'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 scholar and mailed home to parent.
	Write up place in scholar's file and parent conference scheduled with School Director and teacher observing violation. Referral to Department of Skills Development for five (5)



69-60 POINTS	days. Demerits added to annual total and letter sent home with scholar and mailed home to parent.
59-50 POINTS	Write up place in scholar's file and parent conference scheduled with School Director, teachers, of the primary building of scholar. Referral to Department of Skills Development for ten (10) days. Demerits added to annual total and letter sent home with scholar and mailed home to parent.
49-40 POINTS	Write up place in scholar's file and parent conference scheduled with School Director, teachers, of the primary building of scholar. One (1) day suspension from school. Demerits added to annual total and letter sent home with scholar and mailed home to parent. Once the scholar returns to school they shall be referred to the Department of Skills Development for five (5) days in skills development.
39-30 POINTS	Write up place in scholar's file and parent conference scheduled with School Director, teachers, of the primary building of scholar. Three (3) days suspension from school. Demerits added to annual total and letter sent home with scholar and mailed home to parent. Once the scholar returns to school they shall be referred to the Department of Skills Development for five (5) days in skills development.
29-20 POINTS	Write up place in scholar's file and parent conference scheduled with School Director, teachers, of the primary building of scholar. Five (5) days suspension from school. Demerits added to annual total and letter sent home with scholar and mailed home to parent. Once the scholar returns to school they shall be referred to the Department of Skills Development for then (10) days in skills development.
19-10 POINTS	Write up place in scholar's file and parent conference scheduled with School Director, teachers, of the primary building of scholar. Seven (7) days suspension from school. Demerits added to annual total and letter sent home with scholar and mailed home to parent. Once the scholar returns to school they shall be referred to the Department of Skills Development for five (10) days in skills



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

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 scholar 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 scholar 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 scholar has been denied the right to participate in certain activities in the school. These activities may be academic or extra-curricular. Whenever a scholar has been excluded from school activities a letter will be sent home to the parent(s)/guardian(s) stating what activity the scholar has been excluded from, why the scholar has been excluded, and for how long is the exclusion for. Once the exclusion period has concluded, the scholar 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 scholar has committed an offense that warrants their immediately removal from school premises. If a scholar needs to be removed through an emergency removal, the parent(s)/guardian(s) are required to have their scholar picked up immediately within one hour after being notified by school administration. If a parent(s)/guardian(s) cannot pick up their scholar up within one hour, the school reserves the right to house the scholar on the school premises until such time as the parent can have the scholar picked up, or have the scholar removed by proper legal authorities.

Once a scholar has been removed by emergency means, the scholar 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 scholar's parent(s)/guardian(s) before they may return to school. If a scholar 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 scholar as trespassing, and reserves the right to call the proper authorities and have the scholar removed from the premises.

13.6(D) Suspension

A suspension means that a scholar 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 scholar is not allowed on the school premises for any reason except by express written permission of the School Director. If a scholar who is currently serving suspension returns to the school premises without the express written permission of the School Director, the school will consider the scholar as trespassing, and reserves the right to call the proper authorities and have the scholar removed from the premises.

13.6(E) Expulsion

An expulsion means that a scholar 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 scholar is not allowed on the school premises for any reason except by express written permission of the School Director. If a scholar who is currently serving expulsion returns to the school premises without the express written permission of the School Director, the school will consider the scholar as trespassing, and reserves the right to call the proper authorities and have the scholar removed from the premises.

Appeal of Suspension or Expulsion

A scholar 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 scholar or his or her parent guardian(s) or custodian(s), may be represented in all appeal proceedings and, shall be granted a hearing before the Board of Trustees in order to be heard against the suspension or expulsion. At the request of the scholar, parent(s), guardian(s) or custodian(s), the hearing will be held in executive session, but the Board of Trustees 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 scholar, 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.

Scholar Due Process Rights

The board and school officials have the legal authority to deal with disruptive scholars and scholar 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.

Scholars 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 scholars 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 scholar with a disability.

Removals

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

The school may request a hearing officer to remove a scholar for up to forty-five (45) days if keeping the scholar in his or her current placement is substantially likely to result in injury to the scholar or others. The school will assess a scholar'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 scholar's disability.

Suspension/Expulsion

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

Continuation of services

The school will continue to provide services for scholars 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 scholar 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 scholar 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 scholar's disability, the school will provide services to the extent determined necessary to enable the scholar to appropriately progress in the general curriculum and advance toward achieving the goals of his or her IEP. The scholar's IEP team makes the service determination.

Behavioral assessment and behavioral interventions

Meetings of a scholar's IEP team to develop a behavioral assessment plan or, if the scholar has one, to review the scholar's behavioral intervention plan are only required when the scholar 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 scholar'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 scholar's disability. A change of placement will occur if a scholar 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 scholar is removed, and the closeness of the removals to one another.

Discipline policy for scholars and Transportation:



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 scholar activity program, to prohibit a scholar from participating in any particular or all extra-curricular activities of the school for offenses or violations of the Scholar Code of Conduct/Scholar Discipline Code.

In addition, scholar 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 scholars upon request.



Removals

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

The school may request a hearing officer to remove a scholar for up to forty-five (45) days if keeping the scholar in his or her current placement is substantially likely to result in injury to the scholar or others. The school will assess a scholar'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 scholar's disability.

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Grade Promotion and Retention

The School has developed a curriculum that allows scholars to learn and develop mentally, physically, socially, and emotionally. The Governing Authority realizes, however, that scholars develop at different rates and that scholars learn best when they are engaged in material that is at their developmental stage. The Academy for Urban Scholars scholars are non-traditional therefore we focus on mastery of course and progress towards graduation. "The policy shall prohibit the promotion of a scholar to the next grade level if the scholar has been truant for more than ten per cent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the scholar's principal and the teachers of any failed subject areas agree that the scholar is academically prepared to be promoted to the next grade level."

All scholars are given a gradation planner that reflects previous transcripts. Based on credits earned scholars are identified by Phase / "Traditional Grade."

0-5 Phase One/ Freshman

5-10 Phase Two/Sophomore

10-17 Phase Three/Junior

17-20 Phase Four/Senior

For state assessments, scholars will participate in appropriate testing cycles which are indicated by their first time as a ninth grader.

Progress Towards Graduation:

To receive a diploma from The Academy for Urban Scholars, a scholar must meet the standards adopted by the Governing Authority and the Ohio Department of Education.

Academy for Urban Scholars will offer a spring graduation ceremony each year. See the Academy for Urban Scholars calendar for dates. AUS will update scholar transcripts at the end of each semester and upon completion of courses. AUS will keep scholars and parents informed about the status of progress toward completing the necessary requirements for graduation through parent meetings, progress reports and graduation planners. It is the scholar's responsibility to see that requirements for graduation are met and seek additional assistance if needed.

Scholars are identified as potential graduates at the point they obtain 17 credits and are placed on the graduation track. The Counselor and graduation team is responsible to ensure each potential graduate is meeting each benchmark. Parent/guardian conferences are held when scholars are not meeting benchmark progress. Potential graduates are required to attend weekly meetings to review progress. Also, The Dean of Academic Affairs is the only one who can confirm whether a scholar has completed all the requirements to graduate. If a parent or scholar would like to discuss please send them to the Academic Affairs Office.



Report Cards:

AUS issues interim reports, semester grades and end-of-year report cards. They are distributed via US mail and/or hand delivered to scholars. In addition the school will have "Round Robins" monthly, internal Conferencing with all scholars and their teachers.

Granting Credits:

Progression to the next course is attained by earning credits for successful completion of courses. Scholar who attempt to test-out of a course must obtain an 80%. If they do not, the teacher will identify areas of weakness and the scholar will complete assignments in that specific area(s). Once completed, the scholar will re-test. Scholars may earn their credit in a variety of ways (projects, APEX completion certificate, power points, oral tests, rubrics). If a scholar chooses this method, a scholar must master at least 60% of the standards. However, with teacher, engagement coach and guidance counselor recommendation, a scholar should not settle for a D-, but re-do assignments/projects, etc...to obtain at least a C-. Teachers will be responsible to enter grade into DASL upon completion. Scholars are assigned to new courses to after completing courses.

Credit Recovery:

If a scholar has completed a course and not passed the course, the scholar may recover the credit through summer school credit recovery or by repeating the course during the school year. Credit Flexibility may not be used for credit recovery; however, it may be considered if there is an extenuating circumstance and administrative approval is given.

A scholar may re-take a course if s/he received a "D+" or below in the original course, or is recommended to do so by the academic advisor upon reviewing transcripts. The point value of the higher of the two grades (retake course grade or original grade) will be the only one averaged into the scholar's cumulative grade point average (GPA). However, the academic record of both courses will be reflected on the scholar's transcript. Credit for the course will not be duplicated.

Credit Submission:

Evaluation of scholar progress is an essential task of every classroom teacher. Evaluation marks serve as a written record to inform others of the scholar's progress in each course. Records follow the scholar 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 scholar understand how each teacher will determine the grade. The marks must be arrived at in a fair manner which is applicable to all scholars. Each classroom situation provides the basis for day-to-day sampling of scholar behavior. There is a 48 hour turnaround time to submit credit forms to the Academic Affairs office. Scholars 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 scholars schedule within 24 hours from receipt of form.



Graduation and Testing Requirements:

To receive a diploma from AUS, a scholar must meet the state minimum requirements as adopted by the state of Ohio Board of Education and the AUS School Board. The ultimate responsibility for tracking and completing necessary credits for graduation lies with scholars and parents. Graduates are honored at a traditional cap and gown graduation ceremony each year. Prior to admission scholars must provide AUS with a current transcript and/or appropriate school records. These records will assist in the enrollment process and will provide needed test scores and academic credit to ensure the correct placement of AUS scholars.

In order to graduate, scholars must:

- Earn a minimum of required twenty (20) credits.
- Attempt all Ohio State Tests Required for Graduation
- Capstone Project
- Earning an Industry Recognized Credential

The Department expects that most scholars will meet one of the three existing pathways and districts should continue to work with scholars, as appropriate, to meet these requirements. However, Ohio's new graduation requirements give you more flexibility to choose a graduation pathway that best builds your strengths and passions. One that ensures you are ready for your next steps and excited about the future. These options provide an opportunity for those scholars who do not otherwise meet one of the three existing pathways to graduation to earn a diploma. Refer to the below for options.

Earning a Diploma for the Class of 2023 & Beyond



OHIO'S GRADUATION REQUIREMENTS

CLASS OF 2023 AND BEYOND

Ohio's long-term graduation requirements take effect for the class of 2023. For students entering ninth grade on or after **July 1, 2019**, Ohio's new high school graduation requirements provide more flexibility to choose a graduation pathway that builds on a student's strengths and passions – one that ensures students are ready for their next steps after high school. Students in the classes of 2018 through 2022 may also use these requirements as a pathway to graduation.

As a part of this pathway to graduation, students must show that they have completed all three parts of these requirements.

1. Credit Requirements:

Students must earn a **minimum total of 20 credits** in specified subjects and take your required tests. Schools can locally require more than 20 credits. Schools are still required to administer all the high school end-of-course assessments. These are: English Language Arts II, Algebra I (or Integrated Math I), Geometry (or Integrated Math II), Biology, American History, and American Government.

2. Competency:

Students can demonstrate competency by earning a passing score on Ohio's high school Algebra I (or Integrated Math I) and English language arts II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If students have not met the competency score on these tests, there are four additional ways to show competency.

Option 1	Option 2	Option 3	Option 4	Option 5
Algebra I and ELA II	Career Readiness	College Credit Plus	Military Enlistment	ACT or SAT



Option 1. To demonstrate competency using Ohio's state tests, students must earn a score of 684 or above on both the Algebra I (or Integrated Math I) and English language arts II end-of-course exams.

Option 2. To demonstrate competency by Career Readiness, students must demonstrate two career-focused activities, at least one must be a foundational option.

- Foundational options: 1. Cumulative score of proficient on 3 or more WebXams. 2. Earn 12-points of industry credential. 3. Complete a registered pre-apprenticeship, an apprenticeship, or show evidence of acceptance into an approved apprenticeship. 4. State-issued license for a practice in a vocation.
- Supporting options: 1. Work-Based Learning. 2. Earn the workforce readiness score on the Workkeys. 3. Earn the OhioMeansJobs Readiness Seal

Option 3. To demonstrate competency through the College Credit Plus Program, students must earn credit in a non-remedial math or English course for the subject area not passed.

Option 4. To demonstrate competency through Military Enlistment, students must provide evidence of enlistment in a branch of the armed forces to demonstrate competency.

Option 5. To demonstrate competency using the ACT or SAT, students must obtain a remediation-free score in the math and/or English subject area on the ACT or SAT. To demonstrate competency in English, a student must be remediation-free in the subjects of English and reading on the ACT or SAT.

3. Readiness:

Students can meet the readiness requirement by earning two diploma seals. In alignment with their graduation plan, students should be choosing seals that align with their goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to their passions, interests and their post-high school pathway.

Of the two seals students are required to earn, at least one of the two must be State-Defined. Ohio's 12 diploma seals are:

- OhioMeansJobs Readiness Seal (State-Defined)
- Industry-Recognized Credential Seal (State-Defined)
- College-Ready Seal (State-Defined)
- Military Seal (State-Defined)
- Citizenship Seal (State-Defined)
- Science Seal (State-Defined)
- Honors Diploma Seal (State-Defined)
- Seal of Biliteracy (State-Defined)
- Technology Seal (State-Defined)
- Community Service Seal (Locally-Defined)
- Fine and Performing Arts Seal (Locally-Defined)
- Student Engagement Seal (Locally-Defined)



Want to learn more?

Contact your school counselor or
visit education.ohio.gov/graduation



Reporting Scholar's Progress and Grades:

The AUS grading system is based on the traditional A-F grading scale, with a minimum of 20 credits earned to graduate. AUS believes in Mastery Core Competency as opposed to seat time. AUS issues interim reports, semester grades and end-of-year report cards. They are distributed via US mail and/or hand delivered to scholars. In addition the school will have "Round Robins" monthly, internal Conferencing with all scholars and their teachers.

Our grading structure measures mastery of learning objectives. Scholars must receive an overall passing score of not lower than 60% to be awarded credit per course. Graduation credits will be tracked using web-based software Progress Book; teachers submit a final grade upon completion of the course:

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

Our evaluative structure measures expectations based on the following scale:

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

GPA Calculation Chart: Letter Grade to Grade Point Conversion

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

EQUAL EDUCATIONAL OPPORTUNITIES

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



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

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

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



Scholar Handbook Acknowledgment Form

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

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

Parent Signature (scholar under 18)

Date

Scholar Signature

Date

Witness Signature

Date