Paul C. Bunn Elementary School

Parent Handbook



2026-2027 School Year

Paul C. Bunn Vision Statement

We will build a safe and collaborative learning environment for our scholars. We will do this by providing support for the whole child by promoting opportunities for creativity, hands-on activities, curiosity, diversity and academic excellence.

Paul C. Bunn Mission Statement

We will not rest until every

Paul C. Bunn scholar is prepared

for their next level of learning!

Paul C. Bunn Student Creed

We will work hard together to reach our goals and do our best every day!

Our Core Beliefs

- All scholars can and want to learn.
- All scholars learn differently.
- Scholars learn best in a caring, positive, and safe environment.
- Scholars need to know what they are learning and why it is important.
- All scholars need recognition for successes.

Welcome to Paul C. Bunn Elementary School! The entire staff at Paul C. Bunn is committed to providing your child with a safe, inviting, and challenging learning environment.

Our mission, in partnership with parents and the community, is to be committed to academic excellence and preparing all learners to become productive, responsible citizens of a global society.

Our vision is to be a source of pride for the entire Mahoning Valley, with our building functioning as a hub of academic and community activities throughout the year. Employing state-of-the-art technology, research-based educational practices, and partnerships with parents and the community, all learners will surpass state standards, and Paul C. Bunn will be a model of success as an academic and community resource.

It is our hope that you will partner with us as we work together to help your child become the very best he/she can achieve. We have high expectations for Paul C. Bunn staff and your child as well.

The enclosed information will answer any questions you may have about our school procedures. Please refer to it as needed throughout the school year.

This handbook is intended as a summary of important information for the convenience of Paul C. Bunn parents and scholars. More specific information is found in District Policies, Administrative Guidelines, and forms. It includes by reference all District Policies, all administrative guidelines and directives, and the Student Code of Conduct. You may review District policy on the District's website at www.ycsd.org.

Should you have any further questions, please feel free to call the school at 330-744-8963

Directory of Important Numbers:

Principal: Mrs. Klem, 330-744-5847

Assistant: Mrs. Woodburn, 330-744-8963

Dean of Students: Mr. Salyard, 330-744-8963

Building Secretary: Mrs. Young, 330-744-8963

Counselor: Mrs. Boggs, 330-744-8963

School Nurse: Mrs. Jacobs, 330-744-8963

School-based Social Worker: Mrs. Blakely, 330-744-8963

Central Office: 330-744-6900

Admission

Registration for all scholars entering the Youngstown City School District will register on line. The web site is: https://youngstowncity-oh.finalforms.com. The building is located at 1825 Sequoya Drive. Hours of operation are 8:00 am - 4:00 pm, Monday through Friday. For questions about registration, please call 330-744-8963. Mrs. Young has all the information for registering and withdrawing students.

The Ohio Revised Code mandates that all scholars in grades kindergarten through twelve provide written documentation of the minimum state registration requirements. The minimum state registration requirements are listed below. All scholars must meet these requirements in order to attend Youngstown City schools. Ohio law allows 14 school days for parents to provide a record of scholars having received required immunizations and having met registration requirements. Failure of a parent/scholar to meet these requirements will result in the exclusion of the scholar from school.

- **Proof of immunization** (Approved Means of Immunization as Required by Sections 3701.13, 3313.671 and 5104.011 (A) (5) of the Ohio Revised Code IMMUNIZATIONS REQUIRED FOR SCHOOL ADMITTANCE)

    - Tuberculosis Skin Test - All students new to YCSD from outside the continental United States must have tuberculosis testing within ninety (90) days prior to or within two weeks after their first day of school. Tuberculin skin testing is strongly suggested for pre-kindergarten and kindergarten students.

    - If a student tests positive for TB, the student must have a chest x-ray within a designated period of time. If a student tests positive for TB **AND** is entering the US from a high-risk country as listed by the State of Ohio Department of Health, the student may not attend classes until seen by a physician and medication is prescribed, if applicable.

- **Medical examination** by a physician given within one year prior to a student enrolling in pre-kindergarten, kindergarten or initial enrollment in first grade. For children enrolling in a pre-kindergarten program, the medical examination shall occur within one year prior to enrollment and **annually** from the date of examination thereafter.

- **Dental examination** by a dentist given within one year prior to enrollment.

- **Proof of date of birth** (birth certificate); or a passport or attested passport transcript showing the age and place of birth of the child; or an attested transcript of a birth certificate; or an attested transcript of a baptism certificate; or an attested transcript of a hospital record showing date and place of birth or a birth affidavit.

- **Proof of residency** within the Youngstown City School District

    - Three of the following, or their equivalent, must be presented as proof of residency: deed or written lease, most recent income tax returns, insurance policies indicating place of residence, certificate of registration from the Board of Elections, driver's license, and utility bills.
    - In the event a student changes address within the district during the course of a school year, proof of residency will again be requested. In addition, appropriate paperwork must be completed (available in the school office) to notify the transportation department of the student's change of address, phone number and child care provider, if applicable.
- **Proof of custody**, if applicable.

Arrival Procedures

Scholars may not be dropped off at school prior to 8:30 a.m., as supervision will not be available.

Scholars may enter the building at 8:30 a.m. to eat breakfast, which is served to every child free of charge. Children who do not wish to eat breakfast may be dropped off for school beginning at 8:30 a.m. **Scholars are considered to be tardy for school if reporting after 8:50 a.m., as that is the time instruction begins.**

Please remember that late arrivals can disrupt class and cause a loss of instructional time, but we understand that at times, this cannot be avoided. Once the scholar comes into school, he/she should see the teacher or classroom aide. It is important that you make your child's teacher aware that the scholar is on the way so that your child can be accounted for in the lunch count, transportation can be verified for going home, and in the event staff and/or scholars are out of the building.

Dismissal Procedures

From time to time, emergencies may arise causing you to have to pick up your child from school prior to regularly scheduled dismissal time. Should this happen, you **must** report to the main office and sign out your child prior to his/her release. **Be prepared to show proper identification.** Please do not make a habit of scheduling appointments during the school day, as this will negatively impact your child's education. **Scholars will be dismissed at 4:00 p.m**. (or earlier on early release days).

Please be prompt! If you are running late you must enter the front doors to the main office and pick up your child at the office. **No child will be released to any individual who is not listed on the authorized release form housed in the main office. We require proper identification at all times.**

Lunch Procedures

All scholars in the Youngstown City Schools will receive free lunch this year. If your child is coming to school late, please call the office at 330-744-8963 by **9:00 a.m.** to order him/her lunch. **NO LUNCHES MAY BE ORDERED AFTER 9:00 a.m.** Should you miss the 9:00 a.m. deadline, **please send a packed lunch with your child**, as all lunches are prepared off-site and delivered to the building. Please note that no student will go unfed for any reason.

Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the District office during normal business hours.

Attendance

If your child is absent or going to be late, please call the school's attendance office at 330-744-8961 before 9:00 a.m. If the school does not hear from the parent/guardian, the Attendance Secretary is obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact the parent by phone. If phone contact is unsuccessful, a District Attendance Intervention Specialist or parent advocate may visit the home.

Daily attendance at school is vital in helping a scholar achieve the maximum potential of his/her education. Irregular attendance often is a major indicator and contributing factor of poor achievement in school. The school cannot provide adequate instruction to a scholar who is not present in school on a consistent basis. Scholars are responsible for completing all assignments missed due to school approved absences and/or absences the school considers excused.

The Youngstown City School District adheres to state law attendance standards and considers the following factors to be reasonable excuses for time missed at school.

- *Personal illness.* An excuse from the physician may be required if deemed necessary.
- *Illness in the family*. This does not apply to scholars under the age of 14. Proof may be required to show that the scholar served as the primary caregiver for the ill family member.
- *Quarantine* of the home.
- *Death* in the family.
- *Observance* of a bona fide religious holiday.
- *Out of state travel* for participation in an enrichment activity or extracurricular activity approved by the school district/ESC. Such absence is excused up to a maximum of four days per school year
- *Good cause* that is acceptable to the school superintendent, who must approve at his or her discretion, the excusal of absences not otherwise covered in this section.

Excused Absence

As often as is possible, medical and dental appointments should be scheduled after school hours or on non-school days. Doctor/dentist appointments may be excused with proper documentation, but the hours absent will count toward the scholar's total hours absent.

Upon returning to school, a scholar must present his/her teacher with a note from the doctor, court, agency representative, or parent's note that must include:

- The scholar's name
- Reason for the absence
- Date(s) of the absence
- Signature of authorized person

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

Leaving Early

If a scholar is being picked up early to leave school, he/she must provide a note signed by the parent/guardian indicating the scholar to be picked up and the reason and time for the early dismissal. It should be given to the child's teacher as soon as he/she arrives at school. If the parent/guardian is unable to send the child to school with a note due to extenuating circumstances, the parent/guardian must telephone the school and provide the above-stated information. Attendance will be determined based on times provided by classroom teachers. Approved guardians must pick up and sign a release form in order to take a scholar out of school early. Time absent from school for early dismissal will count toward the scholar's total missed hours.

Tardiness

Tardiness is considered not being in the assigned classroom at the time the class period is scheduled to begin. Scholars are considered tardy after 8:50 am. Late arrivals disrupt class and cause a loss of instructional time. If a scholar arrives after the scheduled class time, he/she is considered tardy and such missed time shall be tracked and recorded by quarter-hour increments. An accumulation of tardy time will result in unexcused absence hours (rounded to the nearest quarter hour) based on the District's Student Attendance Policy.

Truancy

Beginning with the 2017-2018 school year, several changes took effect. Schools may not suspend or expel scholars for missing too much school. The District's policies outline interventions and plans for scholars who miss too much school. A district or school absence intervention team, comprised of a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for scholars who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the scholar and remove barriers to regular attendance. **For additional information regarding scholar attendance and truancy, please access the District's Student Attendance Policy located on the District's website.**

Bullying and other forms of aggressive behavior

YCSD is committed to providing a safe, positive, productive, and nurturing educational environment for all of its scholars. We encourage the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a scholar, whether by other scholars, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The District will not tolerate any gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school and those occurring off school property if the scholar or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where scholars are under the school's control, in a school vehicle, on a school bus or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, scholars, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Definition of Terms

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a scholar or group of scholars exhibits toward another particular scholar(s) more than once and the behavior both causes mental or physical harm to the other scholar(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other scholar(s) or violence within a dating relationship.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a scholar's educational, physical, or emotional wellbeing. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a scholar(s) or a group of

scholars exhibits toward another particular scholar(s) more than once and the behavior both causes mental and 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(s*)*. Cyberbullying is defined as using the Internet, computer, pagers, cell phones or other electronic devices for the purpose of harassing, threatening, embarrassing, or otherwise hurting another person. Cyber threat is defined as the electronic communication of direct threats or distressing material online that appears to be a direct imminent threat or that provides strong clues about potential for violence or suicide. Cyberstalking is defined as to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Procedure for Reporting and Documenting

Any scholar or scholar's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal. The scholar also may report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or District official. Complaints against the building principal should be filed with the CEO.

Every scholar is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a scholar. Reports may be made to those identified above.

Scholars and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such 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 building principal for review, investigation, and action.

Scholars, parents/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 including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

If a scholar or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Scholars who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall 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.

When a scholar making an informal complaint has requested anonymity, the investigation of such complaint

shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining scholar of the condition that his/her report be anonymous.

Investigation

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for scholars, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position. Individuals also may be referred to law enforcement officials.

This policy shall not be interpreted to infringe upon the First Amendment rights of scholars (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific scholar are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation and/or bullying by a specific scholar are verified, the building principal or appropriate administrator shall notify in writing the scholar's parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such scholar, a description of such discipline shall be included in the notification. Consequences for any instances of harassment, intimidation and/or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a scholar found to have wrongfully and intentionally accused another of harassment, intimidation and/or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Retaliation

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of District policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is

filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

Child Abuse/Neglect reporting

State law requires that all suspected cases of child abuse must be reported to the appropriate agency. The public children's services agency, Mahoning County Children Service, is called as soon as the child is suspected of being abused or neglected. Recent law indicates that the initial person who suspects a problem shall initiate the call to the above agency. Parents who suspect child abuse or neglect also are obligated to report to the public children's services agency. Anonymity is maintained for individuals who report child abuse or neglect.

Classroom Observation/Visitors

Every individual who enters the School must first report to the office to be given a visitor's badge. **No one** is permitted to go directly to a classroom. This is done in the interest of safety and courtesy. Should you wish to speak with your child's teacher, please leave a message at the office and your child's teacher will contact you to arrange for a time to meet with you.

Concern or Problem Resolution

While every school strives for success with every child, there are occasions when parents want to communicate or discuss a specific concern or problem regarding their child. The most effective way for parents to address problems and concerns about the instructional program, extracurricular programs, and/or the conduct guidelines is by working with the individual(s) involved with their children. In most cases, situations that appear to be problematic are resolved after interaction between parents and staff members.

The classroom teacher, coach, or activity advisor should be contacted first to answer questions on issues about which there are problems or concerns. If a problem or concern remains unresolved, the building principal is the next person to contact.

Conferences

Regular parent/teacher conferences for all families are an essential building block of home-school communication. Conferences are a time for listening and sharing. They can reinforce the idea of working as a team. We encourage parents to attend conferences and become involved in their children's education.

Conferences are scheduled for November 10 time to be announced and February 16 from time to be announced. Parents may request special conferences in addition to the scheduled conferences. All parents are encouraged to visit our schools; we ask that all visitors to any building report first to the main office (*see* Visitors in this Handbook).

Directory Information/Student Records

The Family Educational Rights and Privacy Act (FERPA) requires that public schools obtain written permission from the parent/guardian prior to the disclosure of personally identifiable information from a child's education record absent certain conditions that allow the release of student information without consent. School may, however, disclose appropriately designated "directory information" without parental consent unless the

parent/guardian provides the school with written notification of refusal to allow disclosure of directory information.

Directory information includes a student's name, address, telephone number, date and place of birth, honors and awards, photograph, participation of recognized activities and sports, height and weight if member of a school athletic team, dates of attendance and date of graduation.

Parents have the right to review their child's educational records. Requests to do so should be made in writing to the principal at least two school days in advance. They may also request amendments to the child's educational records in the event they believe them to be inaccurate or misleading. Requests for amendments should be tendered to the principal, in writing, with an explanation why the request is sought.

If your family is changing its place of residence and plans to transfer from our school, please notify the school office. School records will be transferred within fourteen days to the new school district.

Equipment and Facilities Use

Scholars must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Scholars will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

Emergency procedures- Drills

Our School complies with all fire and tornado safety laws and conducts drills in accordance with State law. Specific instructions on how to proceed will be provided to scholars by their teachers who will be responsible for safe, prompt, and orderly movement to a safe place.

Fees/ Fee Waiver

Parents/guardians who are provided government financial assistance may request that they not be charged any fees for their children in grades K-12 to participate in a course of instruction. This does not include fees for any optional enrichment classes or extracurricular activities. Fees may include admission costs for instructional field trips during the school day, or materials fees when they are charged for certain courses. It is the responsibility of the parent/guardian to make this request and to provide verification of eligibility. Contact the building principal for additional information.

Grading Criteria

The District recognizes its responsibility for providing a system of grading scholar achievement that can help the scholar, teachers, and parents judge properly how well the scholar is achieving the goals of the District's program.

The District's grading system should be a reliable system and one that ensures each scholar's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The Superintendent develops procedures for grading whereby the professional staff:

A. develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
B. helps each scholar understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
C. provides frequent opportunities for each scholar to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
D. provides for a pass/fail grade in programs for which it is appropriate;
E. provides scholars the opportunity to assess both their own achievements and their areas of difficulty.

Grading Policy

The District recognizes its responsibility for providing a system of grading scholar achievement that can help the scholar, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The District believes that the grading system should be a reliable system and one that ensures each scholar's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The Superintendent develops procedures for grading whereby the professional staff:

A. develops clear, consistent criteria and standards particularly when grades are based on subjective assessment;
B. helps each scholar understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
C. provides frequent opportunities for each scholar to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
D. provides for a pass/fail grade in programs for which it is appropriate;
E. provides students the opportunity to assess both their own achievements and their areas of difficulty.

Grading Scale

The following grading scale will be used to assess scholars' graded work:

A: 90%-100%
B: 89%-80%
C: 79%-70%
D: 69%-60%
F: Below 60%

Homework

The District acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the scholar or independently while in attendance at school.

The Superintendent shall develop rules for the assignment of homework according to these guidelines:

A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
B. Homework should help scholars learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
C. Homework should help develop the scholar's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the scholar and take into account other activities which make a legitimate claim on the scholar's time.
E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a scholar carry out assigned responsibilities.
G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Make Up Work

When a scholar returns from an absence or suspension he/she will be given all make up work by the classroom teacher. All work must be completed on the scholar’s time- not during classroom instruction. For every day that a scholar is absent or suspended he/she will be given at least 1 day to make up the work.

School Counselor

A school counselor is a specially trained professional who:

- Talks with scholars individually and in groups
- Helps identify the needs of children
- Helps scholars relate to one another
- Promotes positive attitudes and values among scholars
- Helps people make better use of community resources
- Maintains scholar confidence
- Conducts classroom guidance activities in areas of special need to reach all scholars

How does a scholar see the school counselor?

- Appointment made by the counselor or scholar
- Referrals: scholar, parent, teacher, staff, administration

Parties

Each child's birthday is special, however, birthday parties are events that should be planned for outside of the school day. If you wish to send a treat to school to celebrate your child's special day, please make arrangements with your child's teacher in advance. All treats must be store-bought and must be delivered to the main office. The teacher will distribute the treat(s) to the class at a time that will not disrupt instruction. Treats should be healthy. Fruits and other healthy store bought products are encouraged. Please be considerate of students with food allergies. No gifts will be delivered to students during the school day. Those items should be sent to the child's home. THE SCHOOL WILL NOT BE HELD FINANCIALLY RESPONSIBLE FOR FOOD, FLOWERS, BALLOONS, OR OTHER ITEMS THAT ARE TURNED AWAY OR NOT DELIVERED. WE CANNOT TAKE DELIVERIES FOR SCHOLARS AT SCHOOL.

Please note, the school has ultimate decision-making authority regarding distribution of treats or any other related items that may impact scholar safety and health.

Emergency Information

At the beginning of the year, each scholar will be given an Emergency Medical Authorization Form. Ohio Revised Code, Section 3313.71 requires that the school issue this form to every scholar. Parents are to complete this form and return it to the school with current and correct information annually.

As this information may change during the year **it is important that you immediately inform the school of those changes** (phone numbers, address, and any other contact information). Emergencies do happen, and it is important that we have the most accurate information possible. In addition, we need the names of those adult individuals who have your permission to pick up your child from school should you be unable to do so. We also need to be made aware of any custody issues.

Homeless Students

Homeless scholars will be provided with a free and appropriate public education in the same manner as other scholars served by YCSD. Homeless scholars are eligible to receive transportation services, participate in education programs for scholars with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless scholars will not be denied enrollment based on lack of proof of residency. For additional information, please contact Mary Cohan, Homeless & Neglected Director, 330-744-8711.

Personal Property

At times, children will want to bring something to school that is related to the course of study or has some other educational value. Although we encourage this, items that are expensive, irreplaceable, or of great personal or family value should not be brought to school.

Scholars are not to bring iPods, MP3 players, eReaders, gameboys or other portable electronic devices. Valuables such as jewelry, radios, headphones, and other electronic music devices and speakers should not be brought to school. The school may confiscate such items and return them to the scholar's parents. The school will not be responsible for personal property that is lost or stolen. Parents will be required to make arrangements with the principal to obtain a confiscated phone. Progressive forms of discipline will apply to scholars disregarding this policy.

Scholar Use of Cell Phone and Personal Electronic Communication

Possessing a wireless communication device is not a violation of the Code of Conduct. However, a scholar shall not use such device, for any purpose, while at school, on a school bus or school vehicle, at after-school activities and/or any school related or school sponsored functions such as field trips, dances, and any athletic or co-curricular activities. Phones must be turned off and in book bags while in the building.

If the above-referenced rule is violated and/or the possession of a wireless communication device disrupts or interferes with the educational process or the safety and welfare of scholars or staff, the following disciplinary actions will be taken:

First offense: The wireless communication device will be confiscated. The phone will be returned to the scholar at the end of the school day.

Second offense: The wireless communication device will be confiscated. The device will be returned to the parent/guardian at the end of the school day in the school office.

Third offense: The wireless communication device will be confiscated. The device will be returned to the parent/guardian at the end of the school day in the school office. The scholar will be placed in Positive Alternative to School Suspension (PASS) or with the Dean for up to three (3) days.

The District, the school and its staff shall not assume responsibility for devices that are damaged, lost, or stolen when brought to school or after being confiscated for violation of this policy. If a scholar refuses to turn-over or comply with the confiscation of his/her device, the scholar shall be placed into the in-school suspension program for 3-5 days. Repeated offenses or refusal will result in a student serving a 1 day out-of-school suspension.

Protection of Pupil Rights Act

The Protection of Pupil Rights Amendment (PPRA) requires your school district to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student and his/her family
3. Sex behavior and attitudes
4. Illegal, anti-social, self-incrimination and demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers

7. Religious practices, affiliations, or beliefs of the student or parents, or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

This requirement also applies to the collection, disclosure or use of scholar information for marketing purposes, and certain physical exams and screenings.

Parents or scholars who believe their rights under PPRA may have been violated should first contact their building principal. If concerns still exist, they may file a complaint by writing the Family Policy Compliance Office. Complaints must contain specific allegations of the fact giving reasonable cause to believe that a violation of PPRA occurred.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

The schools in the school district seldom administer surveys, analysis, or evaluations in the eight areas above. When they do so, they customarily announce them in the building newsletter prior to the administration.

Special Education

The Individuals with Disabilities Education Improvement Act (IDEA) prescribes that scholars with disabilities be placed in the regular classroom with supportive aids and services as long as their individual goals can be met. YCSD supports this philosophy by providing flexible services to the general education classrooms. We do not deny scholars the right to be taught in a special class if that option meets his/her needs. We offer the full continuum of services and placements to meet the unique needs of each individual student. Services range from consultation to support in the general education class to small group special class individualized instruction.

YCSD is committed to provide a Free Appropriate Public Education (FAPE) for children with disabilities. Stressed throughout the special education program at all grade levels are the importance of family involvement, collaboration with all team members, accountability and use of general education curriculum. Buildings have planning and problem solving teams that plan for services for students.

All students with disabilities are provided rights ensured under IDEA.

YCSD Student Code of Conduct and Discipline

The Student Code of Conduct is provided as an Appendix to this Handbook.

It is our goal to establish a safe and supportive learning environment for the entire YCSD community. With this goal in mind, each individual at our School is expected to observe the universal expectations of **responsibility, respect, and safety**. These expectations are reinforced on a daily basis. At all times scholars are expected to conduct themselves according to the guidelines outlined in the Youngstown City School District Student Code of Conduct.

Discipline is within the sound discretion of the school staff and administration to maintain a positive learning environment. Due process ensures that disciplinary action is imposed after review of the facts and/or special circumstances of the situation.

School rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation.

Dress Code

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

- Shirts, blouses, and tops should fully cover backs, "bellies", torsos, and cleavage (on males, females and gender non-conformists), without any indecent exposure including undergarments and associated undergarment straps.

- Pants, trousers, and bottoms should fully cover undergarments, without any indecent exposure including underwear linings and underwear bands. Skirts and shorts should fully cover the entire thigh. If leggings/yoga pants are worn, shirts should cover the buttocks.

- If scholars decide to wear clothing and, or accessories with messaging, messages must be positive, and not include hateful, offensive, and, or violent/explicit language, images or words.

- During the school day scholars are to store/hang outerwear (i.e., coats, hats, scarves, jackets, gloves…) in designated cubbies, lockers, closets or hooks.

- Refrain from wearing baseball caps, hats, bandanas and non-religious head coverings that are considered "caps", "hats" and , or **"hoods."**

- Scholars must wear proper footwear at all times. House-slippers, socks, flip-flops, going barefoot are considered improper and unsafe.

- While on school grounds/campus, and during school related events, cover all crew-related, block-related (i.e., "East-side", "West-side"…), and gang-affiliated tattoos.

- Sunglasses are to be worn outside; not on scholars' faces and heads during the school day.

- **Use of cell phones and personal electronic devices (i.e., iPad, iPod, GoPro camera, Kindle) are not permitted. (See guidance listed above.)**

Search and Seizure

Scholars are provided desks, equipment, and other storage areas in which to store items. It should be clearly understood that these are the property of the YCSD and may be searched at any time.

Search of a scholar and his/her possessions, including but not limited to purses and bags, may be conducted at any time the scholar is under the jurisdiction of the YCSD, if there is reasonable suspicion that the scholar is in violation of law or school rules. Reasonable suspicion searches may be conducted with or without the scholars' consent.

K-9 searches may be utilized by the YCSD through the use of a qualified and authorized trainer and trained dog(s) to randomly search for contraband on premises.

Items found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to local law enforcement. The Youngstown City School District reserves the right not to return items that have been confiscated during the time period of investigation and any related enforcement or court actions, and the police may take custody of contraband, illegal items, or items related to an investigation.

Technology

To access a school's web page go to: https://www.ycsd.org/ and click on "Schools." At the schools' page, click on the desired school.

The Youngstown City School District has adopted a technology Acceptable Use Policy (AUP) that will be followed by all persons, including but not limited to scholars and staff members, when using any type of technology (computer, phone, etc.) within a YCSD building. The following is an excerpt from the District Acceptable Use Policy. The entire contents of this policy may be viewed by going to the YCSD website and searching for "Acceptable Use Policy." The scholar policy and the consent form will appear in the search results. A printed copy may be requested from any district building.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach scholar learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. YCSD is pleased to provide Internet services to its scholars. We encourage scholars to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the District's policies.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables scholars to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, YCSD may not be able to technologically limit access to services through the YCSD Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to

review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the scholars who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and scholars to electronic information resources which have not been screened by educators for use by scholars of various ages.

YCSD has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. We utilize software and/or hardware to monitor online activity of scholars to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the District has not authorized for educational purposes. In fact, it is impossible to guarantee scholars will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to limit independent student access to the Internet.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. YCSD expects that staff members will provide guidance and instruction to scholars in the appropriate use of the Internet.

Scholars and staff members are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. YCSD does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy and accompanying guidelines.

The CEO and building principals are the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

Electronic Harassment/Online Social Networking

It is mandated that schools that receive federal E-rate discounts comply with certain requirements regarding Internet safety. The Children’s Internet Protection Act (CIPA) requires that schools use content filters and monitors, and develop acceptable use policies (AUP) that scholars and parents must agree to before using technology within a Youngstown City School District building. An agreement that focuses on appropriate use while online to social networking sites has been developed and inserted as part of the logon procedure of all district computers. This agreement states that scholars, faculty and staff, each time they log onto a Youngstown City School District computer, agree to abide by all mandates of the district’s Acceptable Use Policy (AUP) and be responsible and respectful in using e-mail, text messaging, postings through blogs and social networking sites or sending pictures online in ways that will not jeopardize their or others’ health and safety.

In addition, the Youngstown City School District has developed an anti-bullying policy which focuses on zero tolerance for any and all bullying – online or in person (Please review Bullying and Other Forms of Aggressive Behavior). The policy clearly conveys that any and all bullying, intimidation, harassment, or threatening behavior will be dealt with swiftly and seriously.

Due to freedom of speech laws, school districts have no duty to regulate or review off-campus Internet messages, statement postings, or acts; however, when those acts threaten violence against another scholar or otherwise disrupt the learning environment or orderly conduct of the school, the school will not tolerate such acts and will take action, ranging from conferencing with parents and scholars, up to including suspension or expulsion. Electronic harassment that happens off campus can affect a scholar's education -- and therefore be a punishable offense. For example, if a scholar is harassed for three hours at night on the Web and they come to school and have to sit in the same classroom with the scholar that is the bully, there is an effect on education, and in that way, there is a direct link to schools.

Because most incidents of electronic harassment occur off the adults' radar screens, it's important that scholars learn to protect themselves online and respond to cyber bullying among peers when they encounter it.

Guidelines for scholars:

- Guard your contact information. Don't give people you don't know your cell phone number, instant messaging name or e-mail address.
- If you are being harassed online, take the following actions immediately:
    - Tell an adult you trust – a teacher, parent, older sibling or grandparent.
    - If you are being harassed, leave the area or stop the activity (i.e., chat room, news group, online gaming area, instant messaging, etc.).
    - If you are being bullied through e-mail or instant messaging, block the sender's messages. Never reply to harassing messages.
    - Save any harassing messages and forward them to your Internet Service Provider (i.e., Hotmail, Yahoo). Most service providers have appropriate use policies that restrict users from harassing others over the Internet – and that includes scholars!
    - If the bullying includes physical threats, tell the police as well.
    - Take a stand against cyber bullying with your peers. Speak out whenever you see someone being mean to another person online. Most scholars respond better to criticism from their peers than to disapproval from adults.

Electronic Mail

According to Policy 7540.05 – Electronic Mail, we expect that scholars are responsible for good behavior when using email. Individual schools may elect to provide scholars with an email account. General school rules for behavior communication apply. Parents and/or guardians have the right to refuse an email account for their child. A waiver form will be provided to parents annually, and a database of scholar names whose parents

and/or guardians have waived this privilege will be maintained.

In addition, the District complies with all Federal and State laws pertaining to electronic mail. Accordingly, emails written by or sent to others may be public records if their content concerns District business, or if their content includes personally identifiable information about a student. Emails that are public records are subject to retention and disclosure, upon request, in accordance with the Public Records policy. Emails that are scholar records should be maintained pursuant to the Student Records policy.

Wireless Communication Devices and Electronic Devices

Possession of wireless communication devices (WCD) or electronic devices (ED) by a scholar is a privilege that may be forfeited by any scholar who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Strict adherence to this guideline is required.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, Ipads and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

An “electronic device” is a device that operates on electrical power (battery or outlet) and can store, organize and play audio and/or video files or an electronic or computerized game played by manipulating images on a video display. The following are examples of and electronics or toys: cameras (photographic and/or video), laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, Ipods, wireless speakers, headphones, portable CD/MP3 players, portable TV's, devices designed to capture the schools or another scholar's password or personal information.

Scholars are prohibited from using WCDs or EDs or having them "on" during the regularly scheduled school day. Scholars may use WCDs or EDs before and after school as long as they do not create a distraction or disruption or otherwise interfere with the educational environment. "Using" refers to, not only the making and/or receiving of calls, but also using the WCD or ED for any other purpose (e.g. sending emails, text messages or instant messages, taking pictures, making recordings/videos, etc.). Scholars may not use WCDs or EDs on school property or at a school-sponsored activity to access and/or view Internet Web sites that are otherwise blocked to scholars at school. Scholars may use WCDs or EDs while riding to and from school on a school bus or other vehicle provided by the District or on a school bus or District -provided vehicle during school-sponsored activities, at the discretion of the bus driver and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Scholars are not permitted to wear their WCDs or EDs clipped to a belt or otherwise display them in plain sight during the school day. Scholars may, however, carry WCDs or EDs in a backpack, purse, or inside a pocket of slacks, jeans, jacket, etc. provided they are powered completely "off". WCDs or EDs must be stored out of sight and secured in hall lockers (but not locker room lockers) or vehicles during the school day.

WCDs or EDs, including but not limited to devices with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, locker rooms, shower facilities, bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing

or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD or ED is absolutely prohibited.

A scholar may keep his/her WCD or ED "On" under the following circumstances with prior approval of the building principal:

A. The scholar is using the WCD or ED for an educational or instructional purpose with the teacher's permission and supervision.

B. Other needs as approved by the building principal.

Scholars are prohibited from using WCDs or EDs to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any scholar, staff member or other person in the school or while attending a school-related activity, without expressed prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

YCSD is not responsible for the loss, theft, damage, or vandalism to student WCDs or EDs as well as other scholar property. Scholars and parents are strongly encouraged to take appropriate precautions, if scholars have WCDs in their possession, to make sure the WCDs or EDs are not left unattended or unsecured.

Using a WCD or ED in an unauthorized manner or in violation of the policy, may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of WCD or ED (in which case, the WD or ED will only be released/returned to the scholar's parent/guardian after the scholar complies with any other disciplinary consequence that is imposed), and/or referral to law enforcement if the violation involves an illegal activity. Only authorized personnel (administrator, building security team or school resource officer) may confiscate the WCD or ED. Confiscated devices will not be searched or otherwise tampered with the exception of exceptional circumstances (i.e., school officials reasonably suspect that the search is required to discover evidence of a violation of law or other school rules). Any search undertaken by school officials will be conducted in accordance with procedures of the Search and Seizure Policy. If multiple offenses occur, a scholar may lose his/her privilege to bring a WCD or ED to school for a designated length of time or on a permanent basis.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Scholars may use school phones to contact parents/guardians during the school day with the permission of an adult.

Transportation

Youngstown City School District's Department of Transportation strives to provide safe and efficient transportation for scholars. In order to do so, the cooperation of parents and guardians is needed in six key areas:

1. Please review the Bus Safety Rules with your riders
2. Please make sure your riders wait at the "Designated Place of Safety" at their bus stop
3. Please do not engage your driver in conversations at the bus stop
4. If a change occurs with the rider's residence and/or childcare location, please contact the school of attendance to complete a Transportation Request/Change form

5. An adult MUST be at the bus stop to receive students in the Pre-kindergarten and Kindergarten grades
6. Please note that once a child boards the bus, the only place the child may be retrieved is at their assigned stop

Bus Safety

Loading and Unloading of Scholars

Bus stops are established at various locations throughout the district. Parents are responsible for their child's arrival at the assigned bus stop five minutes before the scheduled pick-up time. Scholars must board the bus to which they are assigned from the designated bus stop. At each school, the building principal is primarily responsible for supervising the orderly loading and unloading of students.

Some Youngstown school buses are equipped with video cameras that record scholar safety and behavior. In the event of an accident or misbehavior on, or involving, the bus, the audio and video records may be used to identify scholars involved in misbehavior, and to establish proof of such misbehavior, or to identify scholars who may have been injured in an accident and, or, the cause of such accident.

Request for Bus Stop Change

Requests for changes in the location of a scholar's bus stop due to reasons other than a change of address within the school district must be made in writing to the Chief of Transportation who will consider the request and make a determination.

Those requests should be sent to: Director of Transportation, 330-744-5905.

Request for a change in the location of a bus stop due to a change in the scholar's address must be made at the scholar's school. Appropriate paperwork must be completed (available in the school office) to notify the Transportation Department of the scholar's change of address, phone number and child care provider, if applicable.

Responsibilities of Scholars on the Bus

In order to assure the safe transportation of scholars, it is essential for every scholar to comply with the following regulations.

1. Scholars are not permitted to eat, drink, or litter while aboard the bus.
2. Scholars must remain seated while the bus is in motion.
3. Scholars needing to cross the street when loading or unloading must cross at least 10 feet in front of the bus and be aware of traffic conditions.
4. Scholars must identify themselves when requested by the driver or other school personnel.
5. Scholars may talk quietly to the person in the next seat. Shouting or unnecessary noise is not permitted. Scholars must maintain silence at railroad tracks and other places specified by the driver.
6. Scholars must not throw anything on the bus or out of the bus. Hanging anything out of the bus is

prohibited.

7. Abusive language, rude and unruly conduct, or disrespect to others will not be tolerated.
8. Fighting, shoving or unnecessary body contact with other students will not be tolerated.
9. Objects that cannot be held on a scholar's lap are not permitted on the school bus. Animals cannot be transported at any time.
10. Smoking is prohibited.
11. Scholars may be assigned seats by the bus driver.
12. Scholars must be at their bus stop five minutes before scheduled pickup time.
13. Scholars must be ready to leave at the scheduled pickup time. Under normal circumstances, bus drivers are unable to wait for late scholars.
14. Scholars should not tamper with equipment or exits.
15. Scholars must load and unload in an orderly fashion with no delay in taking a seat.
16. Scholars will not engage in bullying, harassing or intimidating another student or students on a YCSD bus by engaging in written, verbal, physical, sexual, insulting or threatening behavior that inflicts physical harm or psychological distress on one or more students.
17. When crossing the street to get on the bus, scholars must be at least 10 feet in front of the bus.
18. Scholars must not engage in any other type of unsafe or disruptive violations.

Disciplinary Actions

The Youngstown City School District has established the following procedures for handling scholar behavior. Scholar behavior that distracts the driver is a hazard to the safe operation of the school bus and jeopardizes the safety and welfare of all passengers. Misbehavior or irresponsible acts by scholars shall be sufficient reason for refusing transportation services to any student. Disciplinary actions for the violation of rules governing the behavior of scholars riding school buses may be any of the following:

•Conference with scholar (bus driver may be involved) and parent notification;

•Conference with scholar and warning letter sent home, parent notification;

•In-school conference with parent and scholar;

•Conference with scholar and suspension from bus (1 day to 10 days);

•Other.

Investigation of Scholar Misbehavior

Bus suspension is not a suspension from school. If a scholar is suspended, parents must arrange transportation to and from school. The building principal is primarily responsible for investigating scholar behavior problems that occur while scholars are going to and from school. The principal will conduct an immediate investigation with the scholar or scholars involved and, if necessary, the bus driver. Specific documentation of all the facts should be written including a description of the incident, scholar remarks, date, time, and names of witnesses. This documentation may be needed for appeals. Bus suspension steps for scholars with disabilities have been modified to comply with federal and state laws.

Informal Conference or Hearings

A. The scholar must be aware of what the scholar did wrong and why disciplinary action is necessary.

B. The scholar must have the opportunity to admit or deny the bus violation or to explain the scholar's disorderly conduct.

C. Whenever it becomes necessary to deny a scholar bus transportation, the building principal shall contact the parent. The principal must telephone the Transportation Office immediately to advise the effective dates of the bus suspension. The suspension of bus-riding privileges takes effect immediately or when stated by the building principal.

D. The scholar may make a formal request that the scholar's parents, guardian, custodian, or representative be notified to attend a hearing to be conducted by the principal or the assistant principal.

E. If further appeal is desired, a hearing before the Superintendent or his designee may be arranged through the principal's office. At this time, the parties involved shall prepare a written description of the problem and the action taken. These documents shall be submitted for review prior to the hearing. Decisions from this appeal hearing are final.

NOTE: Time limitations are not designated in this publication. School officials schedule hearings on appeals as quickly as possible.

Youngstown's Transportation Department has an excellent safety record because of the cooperation from scholars and parents of the Youngstown City School District. We must continue to give safety the highest priority. There may be times, however, when individual parents disagree with our decision to have school, so parents need to exercise their judgment in such situations. Ultimately, it is the responsibility of the parent or guardian to determine if it is safe for their scholar to go to school because of inclement weather.

2023-2024 Important Dates

August 21	Open House
August 23	Scholars' First Day of School
September 4	No School Labor Day
September 27	No School (Staff PD)
October 13	No School (NEOEA Day for Staff)
October 25	No School (Staff PD)
October 27	End of 1st Grade period (Early Dismissal)
November 3	Awards Ceremony
November 9	Parent-Teacher Conferences (TBA)
November 22-24	No School (Thanksgiving Recess)
December 22-January 2	No School (Winter Recess)
January 2	No School- PD for Staff
January 3	Classes Resume
January 12	End of 2nd Grade Period (Early Dismissal)
January 15	No School (MLK Day)
January 19	Awards Ceremony
January 31	PD for Staff
February 15	Parent/Teacher Conferences (TBA)
February 16	No School (Compensatory Day)
February 19	No School (President's Day)
March 6	No School (Staff PD)
March 15	3rd Grade Period Ends (Early Dismissal)
March 22	Awards Ceremony (2:30)
March 29-April 5	No School (Spring Break)
May 23	Scholars' Last Day of School/End of 4th Gr. Period