

DISCIPLINE POLICY

The YouthBuild PCS is a school of choice for older teens and young adults who have not completed High School. Students have made a conscious choice and effort to enroll in and attend YouthBuild and to reengage in their education. YouthBuild believes that all students regardless of race, gender, age, sexual orientation, background, ability, or any other factor have the basic right to an education and the opportunity to earn a GED as well as career training. YouthBuild expects that all members of the school community conduct themselves in a manner to uphold and maintain these rights.

YouthBuild’s Discipline Policy ensures that students are well prepared for the workforce after graduation and are provided ample opportunities to adjust their behavior prior to leading to a dismissal from the program. Although a strong support system is in place to assist students, self-determination is essential to student achievement.

Part of our mission is to prepare students for the workplace or post-secondary education. Students must be prepared to put forth the effort needed to complete the requirements of a demanding program. To succeed at YouthBuild, students must express a willingness to participate in a rigorous academic and vocational setting, a setting that emulates a workplace environment.

Our Student Discipline policy reflects the YouthBuild mission and philosophy – students can change their lives for the better, provided that they take primary responsibility for doing so. Remaining a part of the school requires a level of student responsibility to meet all school requirements.

Students are expected to follow the Expectations for Student Excellence:

- Arrive before 9 am every day, be in class on time, and be completely prepared.
- Be honestly engaged in all learning activities.
- Wear the designated uniform and comply with the school dress code from the start of the year.
- Communicate positively, using appropriate language at all times while at YouthBuild PCS.
- Eliminate all distractions to learning (i.e. phones, electronics, coats, jackets, and food).
- Ask for help as needed.

Staff members are expected to:

Be dedicated	Be respectful	Be reasonable
Be encouraging	Be determined	Be helpful
Be understanding	Be youthful	Stay ready
Demonstrate intelligence	Be enthusiastic	Be engaging
Be thoughtful	Be knowledgeable	Respect student space/ privacy
Have a positive attitude	Have energy	Not display favoritism

Student Code of Conduct and Ethics

YouthBuild staff and students are expected to behave in ways that are respectful of others and supportive of teaching and learning. Three principles guide the Discipline Policy:

- Do no harm.
- Show respect to everyone and everything.
- Take responsibility for your own learning, and refrain from interfering with the learning of others.

Students are to abide by the following expectations in regard to use of electronics and dress code.

Cell telephones and personal electronics may not be used by students on YouthBuild's campus or on any of YouthBuild's construction sites.

Dress Code for YouthBuild: Students are expected to wear a YouthBuild polo and/or the YouthBuild hooded sweatshirt while on campus. At the construction site, students are expected to conform to the mandatory worksite uniform. Students are expected to dress in a manner that demonstrates personal responsibility. This provides a great deal of flexibility for students, which is appropriate given the young adult status for most students. However, students will be asked to correct clothing that is inappropriate for public spaces. Repeated offenses will result in a Written Reprimand. *For specific dress code criteria, please see the Dress Code section of the Student Handbook.*

Eating/drinking: Students may have beverages in class (e.g. coffee, tea, water) in closed containers or cups with lids. As a general rule, students should not have food in class. All drink items should not distract instruction or disrupt peers. If items are distracting instruction and/or learning the student will be asked to remove the item. Failure to do so, will result in a Level I consequence.

As YouthBuild PCS is relocating to our new home at 3220 16th Street, we expect that all students and staff will be aware that our new campus is significantly more visible to the public than was our old basement facility. Students and staff are expected to conduct themselves in a manner that reflects well upon our school. Students are not permitted to smoke at any time on the sidewalk in front of our school, or, on the 16th Street sidewalk in front of neighbors adjacent to the school, or in the outdoor lounge area in front of the school. YouthBuild student interactions with community neighbors, pedestrians, or any person are expected to be courteous. Any YBPCS student behavior that does not comply with these expectations will be addressed immediately and remedied with an appropriate consequence. For example, students who are smoking or using profanity or harassing pedestrians in front of the school will have an hour's work of construction stipend pay deducted from their stipend checks. Repeated non-compliance may result in a student's removal from the YouthBuild program.

YOUTHBUILD CONSEQUENCES

The purpose of disciplinary action at YouthBuild is to ensure that both individual students and the school community stay focused on growth and learning. Depending on the nature of the infraction and the student's past performance any of the following may be applied.

Student warning, oral or written: Immediate resolution of the problem or issue is expected. A warning may be given by any faculty or staff member.

Participation in Instructional Program: A student may be expected to: attend a course such as anger management, conflict resolution, peer mediation or stress reduction; participate in group or individual counseling, or attend other programs. This may be recommended by the Head of School or Dean only. A student may be required to participate in a an Instructional Program in addition to a Written Reprimand

Remuneration: A student may be expected to perform service to correct or repair any damages or harm which may have been caused. Examples of this may include community service projects. This may be recommended by the Head of School or Dean only. A student may be required to participate in a remuneration activity in addition to a Written Reprimand.

Written Reprimands: Written Reprimands will be issued by the Head of School or Dean for violations of Level II Behaviors.

Expulsion: Students may be expelled for any Level III Behavior. An expulsion is the permanent removal of a student from the YouthBuild program.

Referrals to Dean of Culture: A student, who is disruptive in class may be removed at the discretion of the teacher. If a student is removed from class, he or she must report to the Dean. The student will not be allowed to return to class until the situation is reconciled in a meeting with the teacher. If a student removes him or herself, they too will not be allowed to return to class until the situation is reconciled in a meeting with the teacher.

A student who receives two (2) referrals in one day: will not be allowed to return to class and will not receive his or her stipend for the day.

Disciplinary consequences may only be assigned by a school administrator and/or his/her designee. Students may be assigned one or a combination of two or more consequences for a behavior as deemed appropriate by administration.

YouthBuild explicitly prohibits any acts that will disrupt learning and/or teaching. The following chart indicates behaviors and consequences.

Student Behavior Levels

Behaviors	Level I Behaviors	Level II Behaviors	Level III Behaviors
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Repeated Level I

Repeated Level II

	Behaviors that occur two or more times.	Behaviors that result in three (3) Written Reprimands
· School uniform violations	· Insubordination	· Two or more Level II behaviors in one school year.
· Use of profanity or offensive Language	· Attending school under the influence of any illegal substance or alcohol, including cannabis, marijuana, or synthetic drugs	· Refusal and failure to complete an Instructional Program or
· Teasing/ Joning	· Threatening or harassing behavior (cyber, verbal or physical) that is not egregious or results in violent behavior or serious threat	· Remuneration Activity as required.
· Offensive gesture (non-sexual or threatening)	· Promoting fighting or other violent Behavior	· Any criminal activity on school ground or worksite.
· Disruptive or disrespectful Behavior	· Violent behavior without injury	· Property damage >\$500
· Refusal to participate in class or in worksite activities	· that is not premeditated or evidence of prior intent to cause violent behavior or injury	· Possession of a weapon including: knife, switchblade, razorblade, box cutter, tazer, or similar item.
· Sleeping in class or on worksite	· Demonstration of gang or "Crew" signs, affiliation, graffiti,	· Possession of firearm, explosive gas, or explosive device.
· Refusal to follow directions	· Paraphernalia	· Possession of firearm, explosive gas, or explosive device.
· Leaving classroom or worksite without permission		· Recruitment of other students into gangs or "crews" or gang-affiliated behaviors
· Misuses of school or worksite Property		· Threatening, Targeted bullying, intimidation
· Smoking tobacco or nicotine		

products (including e-cigarettes) on school property, worksite or other school related activity	Erroneous bomb threats	or harassing any student, faculty or staff.
Eating or drinking in class	Tampering with or pulling fire alarms or using extinguishers in noon-emergency situations	Any violent behavior resulting in physical injury of another person
Horseplay	Lying or giving misleading information to school staff/faculty	Violent behavior with intent or premeditation
Tardiness / AWOL in hallway	Property damage <\$500	Theft. This includes theft from any person (student, faculty/staff) or theft of property at the school
	Unauthorized entry into office	
	Space	
	Unauthorized use of school materials/resources including computers, tools, phones, etc.	Falsifying an emergency (e.g. bomb threat, pulling Fire Alarm)
	Visiting chat rooms or adult websites on school technology or during school hours	Refusal to drug test
	Use of cell phones, smart phones, or other personal electronic devices.	Possession or intent to distribute any controlled substances, prescription medications, or alcohol. This includes cannabis, marijuana and any synthetic drugs

Testing positive for the use of any
 Illicit controlled substance.
 See Substance Abuse policy

Any other behaviors that seriously endanger the safety of students, faculty, and staff or cause grave harm to the YouthBuild community.

Gambling and/or Cheating plagiarism Forgery

Consequence	Oral or written warning	Written Reprimand	Expulsion
	Participation in Instructional Program	Participation in Instructional Program	Substance abuse infractions will abide by YouthBuild's Substance Abuse policy
	Remuneration Dismissal from School Day	Dismissal from School Day without stipend	
		Remuneration	

1. All references to behaviors include verbal, physical, cyber, or other electronic communication
2. All rules apply to all YouthBuild activities including worksite, field trips, and off-site events as well as class time.

BULLYING, SEXUAL HARASSMENT, THREATENING, FIGHTING, PROMOTION OF FIGHTING OR OTHER VIOLENT BEHAVIOR

In the interest of preserving the safety of the students and staff at YouthBuild, the school has an anti-violence policy. Harassing, threatening bullying, cyber-bullying, and promoting fighting or other violent behavior, and fighting are taken very seriously.

Bullying, intimidation, or harassment is defined as any severe, persistent, or pervasive **physical, electronic, or verbal conduct**, including but not limited to harassment based on a student's actual or perceived race, color, ethnicity, religion, national origin, sex,

age, marital status, personal appearance, sexual orientation, gender identity/expression, genetic information, disability, or any other distinguishing characteristic, or based on association with a person or group with any of the actual or perceived characteristics listed above.

It is directed toward a student(s) that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student(s) in reasonable fear of physical harm to the student's person or property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment is illegal. Sexual harassment is defined as verbal or non-verbal unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that substantially interferes with a student's education, or creates an intimidating or hostile environment. Sexual harassment is prohibited at YouthBuild.

Sexual harassment may involve individuals of the same or different sex and may include a range of behaviors including: words, signs, jokes, pranks, sexual propositions, sexual innuendo, suggestive comments, foul or obscene language, intimidation, physical contact, or violence in person or electronically.

Cyber bullying is defined as the use of information and communication technology to bully, embarrass, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, and/or abusive.

The use of cell phones and other technology—including computers, e-mail and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels s/he is a victim of cyber bullying should report the incident to the Dean.

Any student found complicit in the posting, sending, or execution of such material will be subject consequences under the Code of Conduct and Ethics for YouthBuild.

Threatening behavior is defined as an expressed or implied threat (verbally, physically, electronically, or in writing) to interfere with: 1) the health or safety of any individual associated with YouthBuild 2) with YouthBuild property; or 3) property on YouthBuild or construction site premises belonging to others. Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Threat/False Threat - No student shall make any threat through written or verbal language, sign, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even jokingly, which causes or is reasonably likely to cause fear or a disruption to school activities. All threats and false threats will be subject to serious disciplinary action.

Promoting fighting or other violent behavior is defined as the use of passive or active: resistance, noise, threat, fear, intimidation, coercion, force, violence, recording devices, social media, electronic devices, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the YouthBuild.

Fighting is defined as the exertion of physical force to harm someone or potentially harm someone. Fighting is one of the most egregious violations of the Code of Conduct. If a student engages in a fight, while representing the school, s/he is subject to serious consequences, including expulsion.

Unless the administration determines, without doubt, that any participant in a physical altercation is clearly defending himself/herself from an aggressor or aggressors, then the physical altercation will be considered a fight in which all parties share equal responsibility.

All of the above-mentioned behaviors are violations of the Code of Conduct and Ethics and may be subject to expulsion.

SUSPENSION AND EXPULSION PROCEDURES

Out-of-School Suspension (OSS) involves separation from the school and all school activities for a specified period of time, which is determined by a school administrator. The primary intent is to impress upon the student and parent/guardian that a serious behavior problem exists and that steps must be taken to ensure that the behavior is not repeated.

Before a student is suspended, the school will:

1. Notify the student of the infraction
2. Conduct a thorough investigation.
3. Accept information from the student(s) and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the incident. A student's age and development will be considered.
4. Determine the accuracy of the infraction(s) based on this information.
5. The Head of School or his/her designee has sole discretion to implement an out of school suspension based on the information obtained during the investigation or if it is determined an emergency removal is necessary.

In the event that an offense threatens the safety of students and/or staff, students will be removed immediately from the building prior to following the above outlined steps.

Once a decision to suspend a student is made, the Principal/Assistant Principal or his/her designee will shall proceed as follows:

- Inform the student of the suspension and the reason(s).

- Notify the parent/guardian. School administrator may notify the parent/guardian of the suspension via phone, email or in person in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension.
- Send written notification, by the end of the school day when possible, to the parent/guardian that includes:
 - The disciplinary infraction,
 - The length of the suspension,
 - A plan for continuity of education
 - The student's right to return to school at the end of the suspension, and
 - Any conditions for that return. When a student is serving an OSS, s/he may not be on school grounds before school, during the school day, or after school.

A manifestation determination meeting will be held for a student who holds an IEP when an OSS would be 10 days or more, as per IDEA guidelines.

Appealing an Out of School Suspension

Students and parents/guardians may make a written request to the Dean of Students/designee to appeal a short-term suspension within one (1) school day of being notified of the suspension. The Dean of Students/designee will attempt to schedule the Appeal Hearing within seven (7) school days of receiving the written request to appeal.

The Dean of Students/designee will conduct the Appeal Hearing, which is closed to the public, and may include the presentation of evidence, testimony, and questioning of those present. Accordingly, parents/guardians and one (1) additional adult may represent the student at the hearing. If the parent/guardian fails to appear for the scheduled Appeal Hearing, the right to appeal is waived, and the original disciplinary decision will stand. The hearing will not be recorded by any means.

If the Dean of Students issued the suspension, he/she will not be the party to hear or decide the appeal. A designee will be appointed by the Head of School or his/her designee.

The Dean of Students/designee will typically notify the parent/guardian of the appeal decision within two (2) school days after the Appeal Hearing. If the suspension is overturned, the student's cumulative record and any other school-maintained records will reflect that conclusion.

Appealing to the Head of School (HOS)

If the short-term suspension is upheld on appeal, and the parent/guardian wants to continue the appeal process, the parent/guardian may make a written request to the HOS within two (2) school days of the suspension appeal decision, stating why the suspension should be reversed/modified. The HOS or designee will attempt to schedule the Appeal Hearing within seven (7) school days of receiving the written request to appeal.

In the event that the HOS issued the suspension, the Appeal will be heard by the Board Chair.

The HOS, or his/her designee, will conduct the Appeal Hearing, which is closed to the public and may include the presentation of evidence, testimony, and questioning of those present. Accordingly, parents/guardians and one (1) additional adult may represent the student at the hearing. If the parent/guardian fails to appear for the scheduled Appeal Hearing, the right to appeal is waived, and the original disciplinary decision will stand. The hearing will not be recorded by any means.

The HOS or designee will typically notify the parent/guardian of the appeal decision within three (3) school days of the Appeal Hearing. If the suspension is overturned, the student's cumulative record and any other school- maintained records will reflect that conclusion.

If the HOS upholds the suspension, the suspension shall be imposed, and such decision will be final.

Suspension Lengths and Expulsion

An expulsion is the revocation of a student's right to attend a school. Repeated Tier 3 violations of the school's code of conduct, and specifically recurring incidents that threaten physical or emotional well-being of members of the school community can result in expulsion. Students who are recommended for expulsion will have a Disciplinary Hearing.

In the event that an offense committed by a student threatens the safety of students and/or staff, students will be removed immediately from the building prior to following the outlined steps in a suspension or expulsion.

When a student commits an offense that is eligible for expulsion the school will:

- Notify the student of the infraction(s).
- Conduct a thorough investigation.
- Accept information from the student(s) and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the incident. The student's age and development will be considered.
- Determine the accuracy of the infractions(s) based on the investigation.
- Send written notification, within one (1) school day of the conclusion of the investigation to the parent/guardian that includes:
 - The disciplinary infraction,
 - The date and time for the Disciplinary Hearing,
 - The student's status pending the hearing
 - Appeal process

Expulsion

Students who demonstrate Level III Behaviors according to YouthBuild PCS Disciplinary Policy will be recommended for expulsion. Any student violating the Gun Free School Act will be permanently expelled.

School administrators may notify the adult student or parent/guardian of the suspension and potential expulsion via phone, email or in person in addition to providing written notification. Written notification may be given to the student if he/she is under 18 when the parent/guardian is notified by phone/email of the suspension.

If it is not possible to provide written notification within one (1) school day of the infraction, School will email, hand-deliver, or send via certified mail a copy of the notification.

Discipline Due Process

Suspension

The decision to suspend a student shall be made by a school administrator (e.g. Dean, Head of School, or any other school administrator) without the recommendation of the student's teacher or other staff. The administrator issuing the suspension will determine the number of days for suspension based on the severity of the infraction and previous infractions. The suspension shall

become effective immediately unless otherwise stated by the administrator issuing the suspension.

The parent/guardian or adult student may appeal a student's suspension as noted in the Student Handbook.

Expulsion

The decision to recommend a student for expulsion shall be made by a school administrator (e.g. Dean, Head of School, or any other school administrator) without the recommendation of the student's teacher or other staff. In recommending expulsion, the administrator will consider the severity of the infraction, the Discipline Policy, the student's previous infractions, any student Discipline contracts, and the student's age and development. A student recommended for an expulsion will have a Disciplinary Hearing to review the recommendation. The Head of School will make a final decision as to the student's expulsion or long-term suspension.

In the event that an offense threatens the safety of students and/or staff, students will be removed immediately from the building prior to following outlined steps in a suspension or expulsion process.

Discipline Hearing

A student will have a Discipline Hearing when:

- He/she been recommended for expulsion or violated an expellable offense;
- He/she has exceeded 10+ cumulative days of suspension in the school year.

Discipline Hearings will be scheduled within ten (10) school days of the conclusion of the investigation of any incident.

Discipline Hearings will be conducted by the Discipline Review Panel (DRP). The Discipline Review Panel (DRP) will consist of the Head of School and one other school administrator. If the Head of School has a conflict with the student or is involved in the incident being reviewed, a designee will be appointed who is not conflicted. The Discipline Review Panel serves as an impartial decision maker. DPR are closed to the public. During the hearing, a school administrator(s) will carry out the following procedures:

- A statement of the Code of Conduct violation and summary of the Discipline Hearing procedures.
- An explanation and review of the evidence or facts for which potential long-term suspension/ expulsion is being considered. If video footage is available of the incident, the panel will view the footage.
- The student may be represented by his/her parent/guardian and one additional advocate.
- The student may present any information that he/she wants to the Discipline Review Panel to consider. The panel may ask questions regarding the matter to anyone present at the hearing. An advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.
- Within 24 hours of the conclusion of the hearing, the panel will make a recommendation regarding the consequence. The panel's recommendation will be effective immediately.
- The student/family will be informed of the decision via phone within two (2) school days of the conclusion of the hearing and written notification will be mailed within three (3) school days of the decision. This notice will contain information regarding appeal procedures.

- If a parent/guardian does not request a hearing, or fails to attend the hearing at the scheduled date, time, and place, the right to a hearing will be waived. Therefore, the school will proceed with its determination regarding the proposed infraction and the ruling of the Disciplinary Review Panel. The findings from the hearing will be approved and take effect immediately. Appeals will not be accepted by students who do not appear at the initial hearing.

In making its decision, the Discipline Review Panel will review evidence presented at the hearing, any statements heard on behalf of the school or student, the School Code of Conduct, and prior conduct and/or academic performance, if applicable. The decision of the DRP must be unanimous. If panel members cannot agree, the expulsion or suspension will not be recommended.

Discipline Panel Hearing Appeal

Any student who is expelled or has a long-term suspension has the right to appeal the decision in writing to the Board Chair within three (3) school days of the written notice of expulsion or long-term suspension being issued. The following process shall be implemented for all appeals.

- An appeal hearing date will be set within seven (7) school days of the receipt of the Appeal request.
- The appeal hearing date will occur within thirty (30) calendar days from the date of the hearing being set.
- Appeal hearings will be heard by the Board Chair and one additional Board member. If the Board Chair has a conflict he/she may be replaced by another Board of Trustee member without a conflict. The Board Chair will designate a Board member in such instances.
- The student may be represented by his/her parent/guardian and one additional advocate.
- The student has the right to speak on his/her behalf at the Appeal Hearing. The student may choose not to speak at the Appeal Hearing.
- The student may not return to School and participate in school activities while an appeal is pending.
- Appeal hearings are closed to the public.
- If a parent/guardian fails to appear at the Appeal Hearing the right to appeal is waived, and the original disciplinary decision will stand.

In making its decision, the Appeal Panel will:

- Review all evidence and documentation from the DPR and any supporting documentation;
- Review any statements heard at the DPR on behalf of the school or student;
- Review the School Code of Conduct;
- Review the student's prior conduct and/or academic performance;
- The Panel may ask questions regarding the matter to anyone present at the hearing. One advocate may speak on the student's behalf. The student has the right not to speak on his/her own behalf. Neither the school's representative at the hearing nor the student nor his/her representative(s) will be given the opportunity for cross-examination during the hearing.

The Board Chair or designee will typically notify the parent/guardian of the appeal decision within three (3) school days of the Appeal Hearing. The Panel may determine to:

- Uphold the suspension/expulsion.
- Uphold a suspension/expulsion but clear the student's record of the suspension/expulsion at the end of the semester or school year per specific guidelines determined by the Panel.

- Determine that the suspension/expulsion was not within school guidelines, overturn the suspension/expulsion and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension/expulsion will be placed in the student's permanent record, or shared with anyone not directly involved in the proceedings.

If the suspension or expulsion is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the Panel upholds the expulsion or long-term suspension, the long-term suspension or expulsion shall be imposed, and such decision will be final and reflected in the student's school records. *Decisions made by the Appeal Panel will be final.*

Special Notes Regarding Audio/Video Recording of Discipline Review Panels (DRP) and Appeal Hearings

All disciplinary hearings are closed to the public. All such hearings may not be recorded using a video or audio recording device under any circumstances and may only be audio-recorded as required to provide accommodations by the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act. A written request must be made 48 hours prior to the hearing to audio-record the hearing to the student's Dean.

PARTICIPATION AT SCHOOL AND SCHOOL RELATED ACTIVITIES AND RE-ENROLLMENT

Students who have been expelled from YouthBuild shall not be eligible to participate or attend any school functions, events, or worksite. Students will not be eligible to re-enroll for subsequent school years. Expulsion is the permanent removal of a student from YouthBuild.

PROCEDURES FOR SUSPENDING AND EXPELLING STUDENTS WITH DISABILITIES

The basis for disciplining, suspending or expelling students with disabilities shall be no different from the basis for such actions taken against students without disabilities. Reasonable accommodation of a student's disabilities shall not prevent the school from applying its discipline policy to students with disability when their behavior is not related to the disability. However, students with disabilities are entitled to certain additional procedural protections during the discipline process. These protections include, but are not limited to, requirements for a meeting to determine if behaviors resulting in expulsion or suspension longer than ten (10) days are a manifestation of a student's disability. Parents can request more information about this process and a copy of the procedural safeguards by contacting the Special Education Coordinator or Section 504 Coordinator.

MANIFESTATION PROCESS FOR STUDENTS WITH DISABILITIES

YouthBuild PCS is committed to serving all of our students fairly, and in accordance with all applicable local and federal laws. Should a student with an Individualized Education Plan (or IEP) be considered for expulsion or other disciplinary action due to an alleged violation of YouthBuild disciplinary policies, then that student will have the right

to a manifestation determination meeting. If the student is a minor, then the student's parent or guardian will have the right to convene the manifestation determination meeting.

The manifestation determination team will be comprised of the student, the student's parent or guardian (if the student is a minor), the student's advocate (if applicable), the special education coordinator, at least one classroom teacher, the dean of school culture and other service providers for the student providers per the student's IEP.

The manifestation team will meet as quickly after the alleged disciplinary violation as possible and within a time frame not to exceed 10 business days of the alleged behavior. YouthBuild PCS will provide classwork, tutoring and access to other elements of our program (ie counseling services, transitions services etc) while the student is awaiting the manifestation determination meeting.

If the manifestation determination team determines that the student's behavior was a manifestation of his or her disability, then the team will develop a plan that will support the student in his or her continued participation at YouthBuild. If the manifestation determination team determines that the behavior was not a manifestation of the student's behavior, then the student may be recommended for expulsion. If the student is recommended for expulsion, then the student (or the student's parent or guardian if the student is a minor), may request an expulsion hearing.

ATTENDANCE POLICY

Attendance is critical to students' success at YouthBuild PCS. All students are expected to attend school daily. Student attendance at a worksite is considered part of a student's regular school day attendance.

Students are expected to be in school from 9:00 AM to 3:00 PM.

ATTENDANCE PROCEDURES

YouthBuild students are welcome on campus and the construction site as early as 8:30 AM.

Teachers and or staff may arrange appointments with students as early as 8:00 AM.

The academic and construction day begins at 9:00 AM. Students will not be allowed to enter the building or construction site after the 9:00 AM start time unless they have valid, written excuse notices and prior permission from the Head of School or his designee. Lunch is scheduled from 12:00-1:00PM every day. Students will not be allowed to enter the building after 1:00 PM start time.

All students enter the building must scan their ID card with the front desk. Students who fail to sign in will be counted as absent. The front-desk maintains student attendance records. Attendance will be taken at the start of each class period.

Students who need to leave early must notify their Case Manager at least one (1) day in advance of their planned early departure.

Students who know they will not be on time to school or the worksite are expected to call ahead to the school before 8:45 AM. Students arriving late will not be permitted into class unless they notify the front desk.

To prevent class interruptions, students who are tardy to school will be held under the supervision of the Dean of Students (without earning time towards their stipend pay) until the start of the next scheduled class.

Attendance and Enrollment

In order to remain enrolled in YouthBuild, a student must:

- Attend student orientation
- Be on time each day before 9:00 AM and return from lunch by 1:00 PM each day in the first ten days of his or her enrollment.
- For the first ten (10) days of his/her enrollment, a student may have no unexcused absences.
- In the first ten (10) days of his/her enrollment, a student may have no more than three excused absences (excused absences must be approved by the Head of School and only valid when supported by documentation).

Excused Absences

Students will be considered “excused” only with a written documentation from a clinic, doctor, parent, community agency, District Court or US Court, due to student illness, family emergency, observation of religious holiday, death in immediate family, legal obligation, or exclusion for medical reasons. Students who are 18 or older may provide their own written documentation for illness (3 days or less), family emergency, observation of religious holiday, death in immediate family, or exclusion for medical reasons.

Unexcused Absences

An unexcused absence is an absence that is not covered by a valid written excuse. If a student is absent due to illness over three (3) days, the student must bring in a doctor’s excuse. All written excuses must be turned in when the student returns to school.

Students who leave school or a worksite without permission will be considered “Absent Unexcused.” The

Code of Conduct and Ethics will be adhered to in such instances. Students have five business days to submit documentation that would justify an excused absence.

Attendance Interventions

All staff are responsible for ensuring student attendance and the Dean of School Culture is responsible for ensuring attendance interventions are implemented consistently to support student attendance.

The school follows the Attendance Accountability Amendment Act of 2013 for the District of Columbia. The school monitors absences closely and implements interventions when students reach three, five, ten, and fifteen unexcused absences.

The following process will be followed according to the Attendance Accountability for students who are 18 and over.

Number of Days Absent	Action
Daily Absence	Monitored by School
<i>Three (3) unexcused absences</i>	Verbal Warning
<i>Five (5) unexcused absences</i>	Meeting with Case Manager and Dean of Culture

<i>Ten (10) unexcused absences</i>	Student will be placed on an Attendance Contract
<i>Fifteen (15) unexcused absences</i>	Student may be disenrolled from YouthBuild PCS for the academic year.

YouthBuild PCS reserves the right to disenroll a student who is

- Absent for nine (9) consecutive days unexcused
- Absent a total of fifteen (15) days unexcused
- In-seat attendance drops below 50%

The student may be disenrolled from YouthBuild PCS for the academic year. Students will be notified in writing that they are in danger of being disenrolled and will have three business days to provide documentation to substantiate absences. Failure to provide necessary documentation documenting the absences as “excused” within three business days will result in a student being disenrolled from YouthBuild PCS.

If a student is disenrolled, then he or she will be withdrawn from the roster retroactively to the last full day of his or her attendance.

The following process will be followed according to the Attendance Accountability Amendment Act for students who are under 18.

Number of Days Absent	Action
Daily Absence	Monitored by School
<i>Three (3) unexcused absences</i>	School sends letter home Parent /guardian conference required
<i>Five (5) unexcused absences</i>	Attendance support plan derived Case manager referral

<p><i>Ten (10) unexcused absences</i></p>	<p>School contacts Metro Police Dept.</p> <p>School reports student absences to Child and Family Services (CFSA)</p> <p>School and MPD send letter regarding attendance</p> <p>Community-based organization is referred</p> <p>Home visit required</p> <p>OSSE provides parent with truancy prevention guide</p>
<p><i>Fifteen (15) unexcused absences</i></p>	<p>Letter sent home</p> <p>Students under 18, referred to Court Social Services Division for PINS investigation / and OAG Juvenile Division for PINS investigation</p> <p>YouthBuild reports student absences to CSFA</p>

YouthBuild PCS reserves the right to disenroll a student who is

- Absent twenty (20) days consecutive unexcused

The student may be unenrolled from YouthBuild PCS for the academic year. Students will be notified in writing that they are in danger of being disenrolled and will have three business days to provide documentation to substantiate absences. Failure to provide necessary documentation documenting the absences as “excused” within three business days will result in a student being disenrolled from YouthBuild PCS.

Additionally, YouthBuild PCS retains the right to place any student, regardless of his or her age, on to an attendance contract once he or she accumulated 3 or more “tardy” arrivals in a month.

COMPLAINT/GRIEVANCE POLICY

YouthBuild PCS values the input of students, parents, guardians, and staff and encourages individuals to offer feedback on the school program. There will be times, however, when an individual may feel the need to file a complaint. When complaints or concerns occur, they should be resolved at the school or at the lowest possible administrative level through a process

of cooperative agreement among the affected individuals. Such complaints must be filed in writing and addressed to the person who may resolve the conflict.

However, when this process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members. Complaints and concerns should be initially directed to the following individuals:

- Teacher (if appropriate)
- Dean of School Culture
- Head of School

FORMAL COMPLAINT PROCESS

When a concern or complaint is not resolved through the informal process, you may initiate the formal complaint process outlined below.

The first step in the formal process is to obtain a Formal Complaint Form from the school's main office and return it to the Dean. You may attach descriptive or supportive information to the form. Keep a copy of the form and any attachments.

When your complaint form is received at the school, the Dean or designee should contact you within three

(3) school days to establish the date, time and place of a meeting to discuss your concern, if such a meeting has not already occurred. Usually, this meeting will take place within ten (10) school days. Within 10 school days of receipt of the written complaint, or this meeting, if any, the Dean and/or Head of School should respond to you in writing with a decision.

Sometimes a complaint or its resolution may be too complicated or, for other reasons, cannot be decided within 10 school days. In such cases, the Dean of School Culture and/or Head of School will contact you within the first 10 days and arrange for an extension of the decision for no more than an additional 10 school days.

If you are not satisfied with the written decision, or if you do not receive a reply to your formal complaint within the specified time, you may request that your complaint be considered by the Head of School. You must file your request for review within 15 calendar days of the Dean of School Culture/Head of School response or the date when a decision was to have been made.

If you wish to request a review, forward the Complaint Form to Head of School, with a note explaining the basis for disagreeing with the decision. The Head of School will respond, using a procedure and time limits similar to those followed by the Dean of School Culture/ Head of School, as follows: (a) a meeting may be arranged within 3 work days; (b) a resolution on the review within 10 work days after the meeting, if any; and (c) an extension of an additional 10 work days if the matter is unusually complicated or otherwise requires additional time. The Head of School or his/her designee may respond by phone or in writing. If the complainant is not satisfied with the response of the Head of School or his/her designee, then the complainant

may contact the chairman of the YouthBuild PCS Board of Trustees by calling 202-319-0141 or emailing boardchair@youthbuildpcs.org.

All formal grievances must abide by the school's grievance policy.

If you feel your complaint, whether administrative or programmatic, is not addressed properly at the school level, you may file a complaint with the Office of the State Superintendent of Education (OSSE) for matters under OSSE's purview.

NOTICE OF NONDISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Age Discrimination Act of 1975 ("The Age Act"), applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with YouthBuild are hereby notified that YouthBuild does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities.

Students, parents and/or guardians having inquiries concerning YouthBuild's compliance with Section 504, ADA, Title VI, Title IX, and/or the Age Act as they apply to **students** or who wish to file a complaint regarding such compliance should contact Ms. Amber Owens.

Who has been designated by YouthBuild to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to students.

For inquiries or to file a complaint regarding YouthBuild's compliance with ADA, Section 504, Title VI, Title IX, and/or the Age Act as they relate to **employees or third parties**, contact Ms. Claire Libert.

Who has been designated by YouthBuild to coordinate its efforts to comply with the regulations implementing Section 504, ADA, Title VI, Title IX, and the Age Act as they relate to employees or third parties.

FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

NOTICE OF OPEN MEETING

The annual meeting of the Youthbuild DC Public Charter School Board of Trustees shall be held in the month of October of each year, or during another month as may be determined by the Board of Trustees, at a time, place and date determined and announced by the Chairperson of the Board of Trustees. The Annual Meeting is the only meeting open to the public, all other meetings are closed, unless otherwise announced by the Chairperson of the Board. The time, place and date of the Annual Meeting will be announced via the school's website: www.youthbuildpcs.org.