

YouthBuild DC

Public Charter School

Student Handbook



2018-2019

Revised 7/31/2018

MISSION STATEMENT

YouthBuild Public Charter School (YBPCS) is an alternative high school for *young people seeking to transform their lives* by re-engaging in their education in a non-traditional school environment. *YBPCS prepares students for post-secondary education and the workplace* by offering, in English and Spanish, academic, vocational and workforce development programs. *YBPCS believes that service to the community is an essential part of the transformative process.* Therefore, students serve their community through volunteer projects and by creating housing for low-income residents in the Washington, DC metropolitan area.

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The Student Handbook may be modified, revised, or edited at any time by YouthBuild DC PCS (YouthBuild) administration. All updates will be reflected on the online version of the Student Handbook. All substantive policy changes will be communicated in writing by school administration and necessary changes will be made to the online version of the Student Handbook.

SCHOOL POLICIES

ABOUT YOUTHBUILD PCS

YouthBuild PCS is a free public charter school that prepares students for the GED and career readiness through student participation in vocational training. YouthBuild is open to all residents in the District of Columbia, ages 16-24. Students who enroll can choose to register to take the GED test preparation in English or Spanish. A student is said to have completed our academic program when he or she has passed all four components of the official GED Test, given by the GED office.

ENROLLMENT

YouthBuild does not discriminate on the basis of a student's race, color, religion, immigration or citizen status, national origin, language spoken intellectual or athletic ability, measures or achievement or aptitude, sexual orientation, or disability.

Enrollment is free to all students who are residents of the District of Columbia and are between the ages of 16 and 24. Students must be 24 or younger by September 1 of the enrollment school year. All students will have to verify DC residency per the Office of the State Superintendent (OSSE) requirements. Students who are not DC residents will be required to pay tuition. All students will have to submit the following for enrollment, annually:

- Interest Form
- Proof of DC Residency
- Department of Health Forms
- Proof of current immunizations

A public lottery is held after the closing of each enrollment period if there are more applicants than spaces available. Students not admitted each semester will be placed on a waiting list in the order of completion of the enrollment process.

INCOMING STUDENTS

After enrolling, incoming students are tested using the CASAS assessment, and are placed in one of six levels depending on their academic skills in reading and mathematics. Once a level is determined, students are placed accordingly. English Language Learners (ELL) students are assessed for their English proficiency using the TABE CLAS-E assessment.

SCHOOL CALENDAR

YouthBuild PCS will hold classes for a minimum of 180 school days. The 2018-2019 is available in the appendix of this handbook. Any school days missed due to school closure (e.g. inclement weather) will have to be made up until 180 days are reached, annually, unless a waiver is granted. This year's calendar includes five "flex" days, which will be activated as regular school days in the event of excessive school cancellations due to inclement weather. Each school day will be at least six hours in length, including lunch.

SCHOOL HOURS

The YouthBuild PCS school day will be from 9:00 am to 3:00 pm for course work.

SCHOOL CLOSINGS/ INCLEMENT WEATHER

YouthBuild PCS will follow DCPS for school closings or delays due to inclement weather. All other school closings will be communicated on the school's website and Social Media outlets.

DRESS CODE

All students are expected to adhere to the uniform policy as adopted by YouthBuild PCS. The uniform consists of a navy blue uniform shirt with the YouthBuild logo or the YouthBuild Hooded Sweatshirt worn by YouthBuild students during the rotations they are on campus. The required uniform on the construction site consists of the uniform polo or a t-shirt with a YouthBuild or AmeriCorps logo, hardhat and work boots. On cold days students may wear the YouthBuild Hooded Sweatshirt. This emphasizes the fact that the school is both a community and a place of work. Attire should be neat and tidy at all times, and in compliance with the policy. If a student does not have the proper uniform, the student will not be allowed to attend classes or construction site work.

Additionally, students are expected to be groomed neatly and appropriately. Dress that tends to disrupt the class or worksite and contribute to a safety hazard will result in the student being dismissed for the day *without stipend pay*.

All bottoms must be worn at the waist, not below. Male students are required to wear a belt to prevent pants from dropping below the waist. Students may wear khaki pants or jeans or a skirts or shorts that are at least as long as the tip of the student's longest finger when his or her arms are held straight by his or her side.

The following items are **NOT** allowed to be worn by students during the school day or on the construction work-site:

- hats (except for construction hard hats) and bandanas
- excessive ripped or tight jeans that expose a person's skin
- revealing or provocative clothing
- clothing that exposes one's stomach, chest area, or lower back
- leggings, unless worn under an appropriate length skirt
- flip flops
- skirts or shorts higher than mid-thigh
- sagging pants (below the waist)
- Jackets, sweatshirts or other outer wear that does not display the YouthBuild logo.

IMMUNIZATION POLICY

All enrolled students must meet the District of Columbia Immunization policies set forth by the Department of Health. Students must show proof of necessary immunizations by the first day of school. If a student is not immunized for medical or religious reasons, the appropriate exemption forms must be on file with the school. Students who do not have all of their immunizations up to date will not be permitted to attend school.

PARENTAL INVOLVEMENT

YouthBuild PCS recognizes students who are 18 and older are legal adults and are responsible for their education rights. YouthBuild will strive to involve parents and/or guardians in the education of youth under 18 who are not legally emancipated minors. Parents/guardians will be the main point of contact for all educational decision for any minor including academic and behavioral matters. The purpose of the parental involvement policy is to encourage parental involvement to increase students' academic successes.

SELECTIVE SERVICE

Per the Workforce Investment Act (WIA), Section 189(h), codified at 20 CFR 667.250 all students benefiting from a WIA-funded program must be registered with the Selective Service. Male students who are 18 and older, must provide proof of registration with the Select Service at the time of enrollment or within 30 days of their 18th birthday, whichever comes first. Stipend payments will be withheld from eligible students who are not registered with the Selective Service.

DISMISSAL

The YouthBuild school day lasts until 3:00 unless otherwise noted. Students are expected to stay in school the entire school day. Early dismissals will not be excused unless the student can provide documentation that explains the justification for the early dismissal. In the case of a family emergency, the documentation must be provided upon the student's return to school.

STUDENT HALL PASSES

Once the school day begins, students must carry staff-issued passes with them in all instances that they are in the school but not in class (except for during transitions). Tardy students will not be permitted into class. Tardy students will be referred to the Dean of School Culture, who will issue them a tardy pass and record the infraction.

STUDENTS WITH AN INDIVIDUALIZED EDUCATION PROGRAM (IEP)

YouthBuild PCS will adhere to the IDEA guidelines in regards to disciplinary procedures for students with Individualized Education Programs. We will follow the prescribed procedures according to IDEA when enforcing policies that could result in a suspension or expulsion for students who have IDEA protections. Students may receive special education services until the age of 21 or the end of the semester in which the student turns 22.

STUDENT SUPPORT TEAM/ SPECIAL EDUCATION REFERRAL

Students who may need additional support may be referred to the Student Support Team (SST). If a teacher or student (parent/guardian for students under 18) believes a student should be evaluated for special education services, the referral must be made in writing and submitted to the Special Education Coordinator. Students who are 18 to 22 must make a self-referral. Written permission must be obtained before any formal evaluation is undertaken. Written permission from a parent/guardian must be obtained for any student under 18, unless he/she is an emancipated minor. Any requests for evaluation that are made contemporaneously to a disciplinary incident will be granted expedited evaluation consistent with 34 CFR §300.534(d). Evaluations will begin with an in-school committee consisting of the Dean, case manager, or designee; a regular teacher; the referring teacher, if applicable; and the parent/student. If warranted, the evaluation will continue with a specialized external team. The purpose of referrals is to determine the most appropriate support we can provide for each student in the least restrictive environment. For more information regarding Special Education Services please contact the Special Education Department.

VIDEO/ AUDIO RECORDING

Video and audio recording of events not open to the public involving a) school employees carrying out their school-related duties, and/or b) students, and/or c) parents and/or d) others involved in school-related business, including but in no way limited to meetings between parents and teachers/administrators, IEP team meetings and other special education – related meetings, meetings between or among administrators and school employees and/or meetings between or among school employees only and/or meetings between or among administrators only shall not be permitted.

Exceptions to this policy may be granted by the Head of School in her/his sole and exclusive judgment. Prior written requests to video or audio record events as aforesaid must be made to the Head of School at least 48 hours prior to the event that the requestor seeks to video or audio record. Such permission should only be granted under extraordinary circumstances and where doing so will be in the best interests of YouthBuild PCS in pursuing its educational mission and in the best interests of students. If permission is granted to video and/or audio record an event, under no circumstances may any recording of any kind whatsoever be made public, posted on the Internet, or sold.

Nothing herein shall be interpreted to prohibit any person from video or audio recording any school-related event, which is open to the general public, including but not limited to graduation events, school-wide celebrations, etc. A person may not profit directly or indirectly from the recording of any such public event by selling or posting such recordings on the internet for a fee.

WITHDRAWAL POLICY

YouthBuild seeks to retain all students each school year. However, students may withdraw at any point of the school year. Students electing to withdraw will need to complete a Student Withdraw Form. Students will automatically be withdrawn by YouthBuild PCS for the following reasons:

- Student completed program by successfully obtaining GED (at the end of the school year in which the GED was obtained);
- Student relocates from the District of Columbia;
- Excessive student absences (see Attendance Policy);
- Transfer to another school;
- Expulsion.

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.

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).

STUDENT STIPENDS

To help offset costs for food and transportation, students receive a stipend every two weeks based on their attendance at school and on the construction site. Students do not earn a stipend on days when school is closed or when they are absent for any reason.

Students earn a daily stipend of \$15.00 when they are in school. The \$15 per day rate applies to academic and vocational education classes, construction training conducted at school or a nearby education facility, or any other school-based activities that do not involve working at a construction site. A typical school day is six hours, including one hour for lunch. Students must be present for the entire day to receive the full \$15. If students are late or leave early, they will receive payment for a partial day at \$3 per hour (based on \$15 / five academic hours).

When working on a construction site, a student's stipend will be based on an hourly rate of \$8.25. Similar to above, students are provided one hour for lunch and they are not paid for the lunch hour. If the student is present for a full day at a construction site, they will receive \$41.25 for that day. If they are there for part of the day, they will receive \$8.25 times actual time on the site.

STIPEND DEDUCTIONS and STIPEND CORRECTIONS

Students earn stipend payments for working in their classes on campus or on the school's construction site. Stipend pay may be deducted if a student is demonstrating counter-productive behavior on campus or on the construction site. For example, if a student is sleeping in class, then a hour's stipend pay (or \$3.00) may be deducted from his or her stipend check.

Teachers or staff will suggest stipend deductions to the Dean of School Culture. Deductions will be authorized at the discretion of the Dean of School Culture.

If upon receipt of stipend pay a student believes that his or her stipend payment is not accurate, then the student needs to present his or her case for adjusted stipend pay to his or her case manager. If upon reviewing the case, the case manager believes that the student is correct, then the adjusted stipend payment

request will be presented to the Dean of School Culture. Stipend payment corrections will be authorized at the discretion of the Dean of School Culture.

If a stipend payment correction is authorized, then the payment adjustment will be reflected on the following stipend check. Students will receive weekly printouts informing them of their scheduled stipend payment.

Attendance Bonuses

In addition to the daily/hourly stipend rates, students can earn \$100 each month if they have perfect attendance (i.e., no days missed and on time to school/construction every day). If student has perfect attendance for the entire year, that student can earn a \$500 year-end bonus.

Pay Periods

Students are paid every two weeks, the Friday after the two-week period ends. For example, if a pay period were to begin on Monday October 3rd and end on Friday October 14th, then the student will receive his or her stipend check for that pay period on Friday October 21st.

Students will receive their stipend in the form of a check. YouthBuild PCS encourages students to set up bank accounts. Students should talk to their case managers on how to setup a bank account. Checks will be distributed to the students every other Friday at the end of the school day by student advisors. If a student doesn't have a bank account for direct deposit, he/she must be present on that day in order to receive their check. If the student is absent on the day stipends are disseminated, their check will be available to pick up at the end of the next school day the student attend.

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.

| 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> |

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

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.

ACADEMICS

At YouthBuild, we believe there is no better way to support our students than by setting high academic standards and helping them build the knowledge and skills they need to meet those expectations. Creating a community of learners is our primary goal. High-quality teaching helps make this happen. Through a rigorous curriculum and sophisticated assessment program, we will be able to ascertain and meet individual student's needs.

YouthBuild PCS features a mastery-based academic program. We are not a credit-bearing program. Thus, traditional "letter grades" are not issued by the school. Our curriculum is designed to prepare students to be successful on the GED Exam. Course lessons address Common Core Standards that are, in turn, aligned to the GED. Each student will be assessed multiple times each school year with the Test of Adult Basic Education (or TABE). Student progress on the TABE exam will inform that student's placement into a given academic cohort.

Student progress towards GED completion (and progress towards construction certification and portfolio development) will be frequently monitored via YBPCS' Student Transition and Educational Portal (or STEP). Students will meet with their case managers monthly to review their progress on the STEP

GRADE POINT AVERAGE

YouthBuild PCS does not issue GPAs to students. Students progress is evaluated based on standards mastery.

ASSESSMENTS

YouthBuild PCS tracks student progress on various standardized assessments throughout the year. All students take the CASAS and accompanying CASAS Appraisal . ELL students take the TABE CLAS-E, and the TABE Espaniol. The GED Ready assessment is used to determine readiness for the GED assessment. Classroom teacher-based assessments supplement standardized tests.

GRADUATION

To graduate from YouthBuild PCS, students must earn the General Education Development (GED) diploma.

To graduate with distinction, students must also have attained industry-recognized certification and have completed their YouthBuild PCS Leadership Portfolio.

To be promoted, students must complete the school year with 70% or better in-seat attendance and obtained industry recognized certification and/or completed their Leadership Portfolio.

YOUTHBUILD CULTURE

The YouthBuild Public Charter School is striving to maintain a culture that supports youth achievement.

DIVERSITY POLICY

At YouthBuild our understanding of diversity extends to how our staff relates to each other, how our staff relates to each student, and how our students relate to our staff. The following policies and procedures are meant to supplement other codes of conduct within the handbook and specify our school's way of respecting the diversity reflected in both our participants and staff.

MULTICULTURALISM

YouthBuild PCS believes that multiculturalism is essential to the success of students and faculty/staff. To ensure a multicultural community we have establishes norms for our faculty/staff and students.

It is expected that each member of our Faculty/Staff will:

- Chunk and translate all announcements, directions, and student input into Spanish for our non-English speakers.
- Chunk and translate all announcements, directions, and student input given in Spanish into English for all of our non-Spanish speakers.
- Post vocabulary in both English and Spanish around the school and job site.
- Whenever possible and appropriate, pair participants and staff up with someone of a different culture or language background.
- Spend the same amount of energy with every student if necessary.
- Commit to reach out to all students.
- Refrain from making assumptions about people in regards to culture, beliefs or language.

It is expected that each of our Students will:

- Whenever possible, translate their words into English and Spanish themselves.
- Fully participate in small projects that are designed for them to learn English or Spanish as a second language.
- Be open to learning new aspects of culture and language.
- NOT use the words "they," and "those," to refer to people of a different culture.
- Refrain from making assumptions about people in regards to culture or language.
- Ask questions.

COMMUNITY RESPECT

The YouthBuild community of faculty/staff and students excels by adopting common principles on Community Respect.

It is expected that each member of our STAFF will:

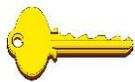
- Refrain from using the words, “kids,” to refer to our students and instead use the word, “students.”
- Maintain an open mind and refrain from making assumptions about our students because of their age, gender, race/ethnicity, sexual orientation, or any other factors.
- Teach respect, not just tolerance, of race/ethnicity, gender and sexual orientation to our students.
- Refrain from making assumptions about people in regards to culture, belief, sexual orientation or language Use inclusive language – particularly the words, “we” and “our.”
- Be mindful of our body language and how that sends a message to our students.
- Maintain an environment that respects the diversity of all.
- Refrain from using any language that can be perceived as derogatory.
- Show welcoming body language to all students and staff.
- Show no favoritism towards students and staff.

It is expected that each of our Students will:

- Advocate for themselves by communicating their feelings to staff when they are in support or disagreement with anything.
- Communicate in a respectful manner.
- Respect each other’s differences.
- Refrain from using any language that can be perceived as derogatory.
- Be open to learning new things and gaining comfort around people that are different from them.
- Show welcoming body language to all students and staff.
- Recognize the power one has to create a welcoming or unwelcoming environment.
- Refrain from making assumptions about people in regards to culture or language.
- Ask questions.

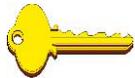
YOUTHBUILD EIGHT KEYS of EXCELLENCE

YouthBuild believe that there are Eight Keys of Excellence, essential tenants, which serve as a basic framework for personal effectiveness and create a positive environment for learning.



Live in **INTEGRITY**

Conduct yourself in the state of authenticity, sincerity and wholeness that results when your values and behavior are aligned.



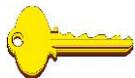
Acknowledge **FAILURE LEADS TO SUCCESS**

Understand that failures simply provide us with the information we need to learn so we can succeed



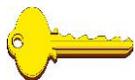
SPEAK WITH GOOD PURPOSE

Develop the skill of speaking in a positive sense with good intent, being responsible for honest and direct communication.



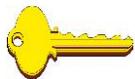
Live in the Now - **THIS IS IT!**

Develop the ability to focus your attention on the present moment. Each moment, each task, counts.



Affirm your **COMMITMENT**

Follow your vision without wavering; stay true to the course. Do whatever it takes to get the job done.



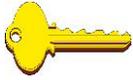
Take **OWNERSHIP**

Be accountable and responsible. Be someone who can be counted upon, someone who responds.



Stay **FLEXIBLE**

Maintain the ability to change what you are doing to get the outcome you desire.



Keep your **BALANCE**

Maintain your mind, body, and spirit in alignment. Balance self, work, and family.

ACADEMIC INTEGRITY

One of the cornerstones of our community is that we pursue academic excellence with integrity. This requires that we submit work based on how it was assigned, and that we are honest about the work we submit.

Cheating/Plagiarism : There are many forms of cheating and plagiarism, including online, texting, paper, copying, stealing materials, etc. Students who cheat are affecting their own learning and standards mastery progression. If a student is accused of cheating, an investigation will occur by the administration. If warranted, a written reprimand will be issued. Parents/guardians will be notified for students who are under 18. Cheating/Plagiarism may be grounds for disenrollment from YouthBuild PCS.

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 consequence 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 |
|-----------|---|--|---|
| | | Repeated Level I Behaviors that occur two or more times. | Repeated Level II 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 Remuneration Activity as required. |
| | Teasing/ Joning | Threatening or harassing behavior (cyber, verbal or physical) that is not egregious or results in violent behavior or serious threat | Any criminal activity on school ground or worksite. |
| | Offensive gesture (non-sexual or threatening) | Promoting fighting or other violent Behavior | Property damage >\$500 |
| | Disruptive or disrespectful Behavior | Violent behavior without injury 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. |
| | Refusal to participate in class or in worksite activities | Demonstration of gang or "Crew" signs, affiliation, graffiti, | Possession of firearm, explosive gas, or explosive device. |
| | Sleeping in class or on worksite | Paraphernalia | Recruitment of other students into gangs or "crews" or gang-affiliated behaviors |
| | Refusal to follow directions | | Threatening, Targeted bullying, intimidation |
| | Leaving classroom or worksite without permission | | |
| | Misuses of school or worksite Property | | |
| | Smoking tobacco or nicotine | | |

| | | |
|---|--|---|
| products (including e-cigarettes) on school property, worksite or other school related activity | Erroneous bomb threats | or harassing any student, faulty or staff. |
| Eating or drinking in class | Tampering with or pulling fire alarms or using extinguishers in non-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
Cheating and/or plagiarism
Forgery

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

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.

EXPULSION PROCEDURES

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.

Discipline Due Process

The decision to recommend a student for expulsion will be made by a member of the school leadership team. In recommending expulsion, a member of the school leadership team will consider the severity of the infraction, the Disciplinary Policy, the student's previous infractions, and the student's age. A student recommended for an expulsion may elect to have an Expulsion Hearing to review the recommendation with the Dean of Culture. When a student is recommended for expulsion, the following steps shall be taken:

1. Notify the student of the infraction(s)
2. Accept information from the student and other persons who have knowledge of the incident. The student involved shall have the opportunity to express his/her side of the problem.
3. Determine the accuracy of the infractions(s) based on this information.
4. Send written notification, within 24 hours, when possible, to the student (or parent/guardian if the student is under 18 years of age) informing him or her of the disciplinary infraction, the date and time of the expulsion hearing and the student's status pending that hearing. The notice may be sent via email or hand delivered. Written notification may be given to the student if he or she is under 18 when the parent/guardian is notified by phone/email of the expulsion.
5. Students with pending expulsion hearings will not be allowed to attend YBPCS classes or activities until a hearing decision is made.
6. A copy of this notification is filed in the student's cumulative folder in the school.
5. The Head of School or his/her designee will schedule the Expulsion Hearing within ten (10) school days of the disciplinary infraction. The hearing will be conducted by the Head of School, or his/her designee. The hearing shall be closed to the public and may include the presentation of evidence, testimony, and questioning of those present. The hearing will not be recorded verbatim by stenographic, tape, or other means. The Head of School, or his/her designee, will notify the student (or parent or guardian of the student if under 18) of the discipline decision within one school day of the Expulsion Hearing.

At the Expulsion Hearing, the following procedure will be carried out:

1. A statement of the Code of Conduct and Ethics violation will be read that the student has allegedly violated.
2. An explanation and review of the evidence or facts for which potential expulsion is being considered. If video footage is available of the incident, the footage will be reviewed.
3. The student may be represented by his/her parent/guardian (if under 18) and one additional advocate.

4. The student may present any information that he/she wants the Head of School, or his/her designee to consider. The Head of School, or his/her designee, 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.

If a student (parent/guardian for students under 18) 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 Expulsion Hearing. 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.

EXPULSION HEARING APPEAL

Any student who is expelled has the right to appeal the decision. The following process shall be implemented for all appeals.

1. An appeal hearing date will be set within seven (7) school days of the receipt of the Appeal request.
2. The appeal hearing date will occur within thirty (30) calendar days from the date of the hearing being set.
3. Appeal hearings will be presided over by a member of the Board of Trustees.
4. The student may be represented by his/her parent/guardian, if under 18, and one additional advocate.
5. 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.
6. The student may not return to YouthBuild and participate in school activities while an appeal is pending.
7. Appeal hearings are closed to the public.
8. 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 Board member presiding over the appeal will:

1. Review all evidence and documentation from the Expulsion Hearing and any supporting documentation;
2. Review any statements heard at the Expulsion Hearing on behalf of the school or student;
3. Review the Code of Conduct and Ethics and Student Handbook;
4. Review the student's prior conduct and/or academic performance;

5. The Board member presiding over the hearing may ask questions regarding the matter to anyone present at the hearing. 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.

If the expulsion is overturned, the cumulative record of the student and any other school-maintained records will reflect that conclusion. If the Board member presiding upholds the expulsion, the expulsion shall be imposed, and such decision will be final. Decisions made by the Board member will be final.

The Appeal Hearing will result in the expulsion being upheld or the expulsion being overturned.

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

All Expulsion and appeal 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 Head of School.

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.

Substance Abuse Policy

The YouthBuild program focuses on the overall development of our students. Students must be at their best, both physically and emotionally, in order for you to meet their basic needs and to reach their personal, academic, and career goals. In addition, we strive to create an environment in which both staff and students feel safe and can focus on our mission. It is for these reasons that LAYC YouthBuild Public Charter School is a drug-free school. Together, we hope to eliminate substance abuse as a barrier to a bright and successful future for each and every student.

At YouthBuild PCS, substance abuse is defined as excessive use of legal addictive substances or illegal substances. Therefore, we have developed a threefold strategy to ensure all students are drug-free and continue to be drug-free. Any student who violated the substance abuse policy will be required to demonstrate that he or she is willing to work with his or her case manager, counselor and the dean of school culture and adhere to a disciplinary contract.

YBPCS reserves the right to send students who appear to be under the influence of alcohol or other drugs home for the school day without stipend pay.

Education:

1. Students will be informed during Mental Toughness about YouthBuild's Substance Abuse Policy, Disciplinary Contract Protocol, and support services.
2. Students will receive educational support from their case managers.

Testing will take place:

1. randomly during school year.
2. as deemed necessary by the Dean of School Culture per referral documentation.

Positive results and consequences:

1. Students who refuse to participate in drug tests will be recommended for expulsion.
2. Students who test positive for drugs that are illegal in the District of Columbia will be recommended for expulsion. (*see expulsion procedure section*)

3. Student who tests positive for **prescribed medication** will be required to bring the prescription to school.
4. Student who tests positive for **THC** (marijuana) or **OH** (alcohol) will meet with his/her case manager and dean of culture and sign a disciplinary contract.
5. Student will be recommended for expulsion, if student receives three or more write ups during his/her disciplinary contract period (*see disciplinary contract protocol and expulsion procedure section*).

Positive marijuana (THC) results:

Students who test positive for THC will retest in 30 days. If a student is positive for THC on the retest, then he or she will be required to sign, and abide by, a Disciplinary Contract. Students assigned to disciplinary contracts will follow the disciplinary contract protocol (*see disciplinary contract protocol*).

A student may be dismissed from class, without stipend pay, if his or her behavior is disruptive and he or she tests positive for THC.

Positive alcohol (OH) results:

A student will be dismissed from the class if his or her behavior is disruptive and he or she tests positive for **OH at any time**. He or she will resume class once he or she is retested with negative results. Students under the influence of alcohol will not be allowed on school or on the construction site. Students who test positive for OH will follow the disciplinary contract protocol.

Counseling: A student who tests positive for marijuana or alcohol will meet with Dean of School Culture and his or her case manager. The student will be placed on a Disciplinary Contract. Also, the substance abuse policy will be reviewed, and the student will be given assistance with securing counseling. The student may decide at this time to not seek counseling. (*See disciplinary contract protocol*).

LEADERSHIP AND COMMUNITY SERVICE GUIDELINES

GENERAL INFORMATION

Community service refers to service that a person performs for the benefit of his or her community. These services are designed to improve the quality of life for community residents or to solve particular problems related to their needs.

ALL YOUTHBUILD PCS STUDENTS PARTICIPATE IN LEADERSHIP AND SERVICE AT THE CONSTRUCTION SITE, AND IT IS EXPECTED THAT STUDENTS ATTEND EVENTS BEYOND THE SITE, INCLUDING AFTERSCHOOL AND WEEKENDS. REQUIREMENT GUIDELINES

- YouthBuild students will participate in at least **6 community service activities** during the school year. It is recommended that students participate in **3 activities per semester**.
- Participation must be completed through a 501(c)3 non-profit organization. A non-profit organization is an agency that provides social services and support to people and places in the community. This kind of organization does not make a profit and all work is done by volunteers and employees who are paid by donations made to the organization.
- Students may not be paid for the services they provide.
- Students may not participate in community service during the school day.
- Community service activities must be separate from a service activity for which the student is already receiving school credit or those mandated by a court or school disciplinary action.
- Students' service must be completed under the supervision of an adult at the agency, group or organization. This onsite supervisor must be identified and is responsible for verifying student hours and providing onsite supervision for the service activity. The onsite supervisor may not be the student's parent or close relative.

Examples of Unacceptable Service Activities

There are some activities that may be "nice to do" but will not be counted towards fulfillment of the community service requirement. The following are examples of activities that YouthBuild will not approve for community service hours:

- Attending a club meeting or event
- Babysitting, performing chores, hair styling/braiding, dishwashing (unless through a 501(c)3 organization)
- Contributing a donation (i.e. giving food, clothing, money, etc.)
- Performing any activity where student is paid
- Time spent coming up with a community service project or activity
- Taking part in any activities organized by the school as a part of school-sponsored activities, such as:
 - Student government meetings, campaigns or general school-based activities

- Practicing, playing or being a member of a marching band, athletic team, choir or similar organization
 - Clerical or administrative tasks for the school

HOURS DOCUMENTATION

- Students must fill out a Community Service Tracking Form.
 - . All forms should include the student's name, the dates s/he participated in service (each individual day), the organization s/he worked with, the activity s/he completed, the number of hours s/he completed and the site supervisor's signature. The student must complete all 5 boxes for each time s/he perform community service, and if one is missing, the hours will not count. Students **must** have their site supervisors sign off on all hours completed each time.
- When students complete a Community Service Tracking Form, turn it in to the folder labeled "Completed forms" on the door to the Transitions Department Office.

U.S. DEPARTMENT OF LABOR -YOUTHBUILD PROGRAM ENROLLMENT

DOL STUDENT ELIGIBILITY CRITERIA

Each year, certain students are selected to participate in the Department of Labor funded YouthBuild program. To be eligible for the program, students must meet the following criteria:

- Successful completion of Mental Toughness
- Demonstrated commitment to the YouthBuild PCS program and approach
- US Citizen or Legal Resident
- Adherence to attendance and substance abuse policies
- Exemplary behavior

VETERANS PRIORITY OF SERVICE

The Jobs for Veterans Act (Public Law 107-288) requires DOL YouthBuild grantees to provide priority of service for veterans and spouses of certain veterans for the receipt of employment, training, and placement service in any job training program directly funded in whole or part by DOL. YouthBuild PCS will provide priority of service for any veteran and his/her spouse, in accordance with the Jobs for Veterans Act.

STIPEND POLICY FOR DOL PROGRAM PARTICIPANTS

See Student Stipend policy in Attendance section of this Handbook.

APPENDIX

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

GRIEVANCE, PROCEDURAL SAFEGUARDS, NOTICE OF RIGHTS

504 GRIEVANCE PROCEDURE

Any person who believes that YouthBuild has violated the regulations of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title VI, Title IX, and/or the Age Act may submit a complaint to the designated individuals below.

Complaints involving students who attend YouthBuild may be submitted to Academic Support Coordinator Ms. Jennifer Mack at jennifer.mack@youthbuildpcs.org or 202-319-0141:

Complaints involving employees of YouthBuild may be submitted to YBPCS Operations Director Ms. Claire Libert at claire.libert@youthbuildpcs.org or 202-319-0141.

The grievance procedures outlined below establish how complaints will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints. These grievance procedures may be used by employees, students, parents, or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

YouthBuild encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint. However, individuals are not required to do so before filing a formal complaint.

YouthBuild prohibits retaliation against individuals who file a complaint or participate in a complaint investigation.

A formal complaint may be filed by following the steps outlined below:

Step 1

Within 90 days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Complainants may use the complaint form attached to the grievance procedure. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable and impartial investigation of the complaint. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation will remain confidential.

Within thirty (30) business days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the complainant. The response will summarize the

course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment have occurred, appropriate corrective and remedial action will be taken.

Step 2

If the complainant wishes to appeal the decision from Step 1, he/she may submit a signed statement of appeal to the Head of School within ten (10) business days after receipt of the response. The Head of School will review all relevant information and meet with the parties involved, as necessary. Within twenty-one (21) business days of receiving the statement of appeal, the Head of School will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken.

Step 3

If the complainant is not satisfied with the decision of the Head of School he/she may appeal through a signed written statement to the school Board of Trustees within ten (10) business days of the receipt of the Head of School's response. In an attempt to resolve the grievance, the Board shall review all relevant information and meet with the concerned parties and their representatives within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within fifteen (15) business days of this meeting.

If the complainant is not satisfied with the decision of the Head of School, then the complainant may contact the chairman of the YouthBuild PCS Board of Trustees, by calling 202-319-0141 or emailing boardchair@youthbuildpcs.org.

Grievants also have the right to file a complaint with the Office for Civil Rights by: (1) mailing the complaint to Director, District of Columbia Office, Office for Civil Rights (OCR), U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; (2) faxing it to (202) 453-6021; or (3) filing it electronically at: www.ed.gov/ocr/complaintprocess.html. For more information, you can contact OCR at (202) 453-6020 (voice), (877) 521-2172 (TDD), or ocr.dc@ed.gov.

NOTICE OF PROCEDURAL SAFEGUARDS AND GRIEVANCE PROCEDURES FOR PARENTS AND STUDENTS

Parents and guardians who want to learn more about their rights under Section 504 of the Rehabilitation Act can obtain a copy of their procedural safeguards from the Section 504 Coordinator, Student Academic Support Coordinator Ms. Jennifer Mack at jennifer.mack@youthbuildpcs.org or 202-319-014

Any person who believes that YouthBuild has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to YouthBuild's Grievance Procedures. A copy of the grievance procedures can be obtained by request through Ms. Amber Owens

NOTICE OF GRIEVANCE PROCEDURES FOR EMPLOYEES

Any employee who believes that YouthBuild has engaged in discrimination and/or harassment on the basis of race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation or otherwise may submit a complaint pursuant to YouthBuild's Grievance Procedures. A copy of the grievance procedures can be obtained by request through YBPCS Operations Director Ms. Claire Libert at claire.libert@youthbuildpcs.org or 202-319-0141.

SECTION 504 - NOTICE OF PARENTAL RIGHTS

This is a notice of your rights under Section 504. These rights are designed to keep you fully informed about the school's decisions about your child and to inform you of your rights if you disagree with any of those decisions.

If your child is in the process of being considered for Section 504 eligibility or has been identified for Section 504 accommodations/services, you may have the right to the following:

- Have your child participate in and benefit from the school's education program without discrimination based on disability.
- Receive notice with respect to any action taken regarding the identification, evaluation, or placement of your child.
- Refuse consent for the initial evaluation and initial placement of your child.
- Have your child receive a free appropriate public education. This includes your child's right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school provide related aids and services to allow your child an equal opportunity to participate in school activities.

- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions for your child based upon information from a variety of sources, by a group of persons who know your child, your child's evaluation data, and placement options.
- Have your child be provided an equal opportunity to participate in non-academic and extracurricular activities offered by the school.
- Have educational and related aids and services provided to your child without cost except for those fees imposed on the parents/guardians of non-disabled children.
- Examine your child's education records and obtain a copy of such records at a reasonable cost unless the fee would effectively deny you access to the records.
- A response to your reasonable requests for explanations and interpretations of your child's education records.
- Request the school to amend your child's education records if you believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school refuses this request, you have the right to challenge such refusal.
- Request mediation or an impartial due process hearing to challenge actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests can be made pursuant to the school's grievance procedure.
- File a local grievance or a complaint with the District of Columbia Office for Civil Rights within the U.S. Department of Education. The regional office is located at 400 Maryland Avenue, SW, Washington, DC 20202 and can be reached at 202-453-6020 (phone), 202-453-6021 (fax), OCR.DC@ed.gov (email), and <http://www2.ed.gov/about/offices/list/ocr>.

The Section 504 Coordinator for YouthBuild who is responsible for Section 504 compliance is Ms. Jennifer Mack.

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. Kia Higgins.

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.

YOUTHBUILD ANTI-BULLYING POLICY

Objectives and Purpose

YouthBuild seeks to provide educational services in a respectful and positive environment. Acts of bullying, harassment and intimidation are an attack on core YouthBuild values. This policy protects the dignity and safety of the YouthBuild community and outlines the school's prevention strategies to identify and prevent incidents by connecting youth to necessary services. YouthBuild will promptly report and investigate all incidents of bullying, harassment and intimidation and provide appropriate remedies for victims of an incident.

This policy serves as YouthBuild's bullying prevention plan.

Definitions (DC Code § 2-1535.03(b)(1))

YouthBuild defines bullying as any severe, pervasive, or persistent act or conduct whether physical, electronic, or verbal that:

1. May be based on a youth's actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, intellectual ability, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, place or residence or business, or any other distinguishing characteristic, or on a youth's association with a person, or group with any person, with one or more of the actual or perceived foregoing characteristics; and
2. Can reasonably be predicted to:
 - a. Place the youth in reasonable fear of physical harm to their person or property;
 - b. Cause a substantial detrimental effect on the youth's physical or mental health;
 - c. Substantially interfere with the youth's academic performance or attendance; or
 - d. Substantially interfere with the youth's ability to participate in or benefit from the services, activities, or privileges provided by an agency, educational institution, or grantee.

Prohibition against Bullying (DC Code § 2-1535.03(b)(2-3;9))

Acts of bullying, including cyberbullying, whether by youth, volunteers or staff, are prohibited:

1. On YouthBuild grounds and immediately adjacent property, at YouthBuild-sponsored or related events on and off YouthBuild grounds, on any vehicle used for YouthBuild business, at any transit stop at which youth wait to be transported to YouthBuild business, or through the use of any electronic devices owned by the [agency], leased by the YouthBuild or used for YouthBuild business; and

2. At a location or function unrelated to the YouthBuild, through the use of any electronic devices, including those not owned or leased by the YouthBuild, if the acts of bullying or cyberbullying

create a hostile environment at the agency for the victim or witnesses, infringe on their rights at the YouthBuild, or materially and substantially disrupt the orderly operation of the YouthBuild.

Retaliation against a youth, volunteer or staff member who reports bullying, provides information about an act of bullying, or witnesses an act of bullying is also prohibited.

Policy Development and Resource Mapping

Engaging the Community

Publication and Contact Information (DC Code § 2-1535.03(f))

This policy will be made available on YouthBuild's website. The policy, and age appropriate versions thereof, will be distributed to youth and parents of youth in contact with YouthBuild annually, and YouthBuild will emphasize that the policy applies to participation in functions sponsored by YouthBuild. Additionally, this policy will be included in all publications of agency rules, regulations, and solicitations and agreements for contracts and grants.

The Dean of School Culture is responsible for coordinating YouthBuild's bullying prevention efforts. All questions, comments and concerns about the bullying policy and YouthBuild prevention efforts should be able to be directed to Dean of School Culture at YouthBuild.

Prevention Leadership

Responsibility for the implementation and execution of this policy is vested with **Dean of School Culture** who shall have responsibility for:

1. Designing or choosing and implementing the programming and curricula the agency uses to address bullying;
2. Receiving and recording incidents of bullying;
3. Responding to incidents of bullying and addressing the needs of victims and bullies;
4. Managing the data collaboration and collection process in cooperation with the District citywide prevention coordinator;
5. Coordinating community engagement efforts and;
6. Regularly reviewing and updating the policy and any procedures developed as part of it.

Policy Evaluation

YouthBuild will annually review and update this policy, as needed. Policy changes will be made to rectify gaps identified in the current prevention effort and to build on successful strategies.

Primary Prevention Strategies

Create Positive Agency Atmosphere

CODE OF CONDUCT DC CODE (§ 2-1535.03(4))

YouthBuild expects youth to behave in a way that supports the school's] objective to provide a safe and welcoming environment for other youth, YouthBuild staff, and community members. Youth who are part of the YouthBuild community are expected to:

1. Treat all members of the YouthBuild community with respect;
2. Respect the property of YouthBuild, its staff, and other youth connected to YouthBuild;
3. Respond appropriately to instructions from YouthBuild staff.

All students at YouthBuild are expected to abide by the Code of Conduct and Ethics.

Data Collection

YouthBuild will track all reports of bullying on an annual basis. YouthBuild will collect the following pieces of information about reported incidents of bullying:

1. Name(s) of the victim, bully, and any witnesses
 - a. Reliable contact information for the victim, bully and any witnesses
2. Relevant attributes about the victim, bully and any witnesses including:
 - a. Any prior incidents involving either the victim or bully
 - b. Connection of the victim, bully, and any witnesses to the incident (i.e. are they students, staff, volunteers, etc.)
3. The nature of the bullying incident
 - a. Where the incident took place
 - b. What time the incident took place
 - c. What type(s) of bullying it was (physical, verbal, cyber, relational, etc.?)
 - d. What factors drove the incident of bullying (social status, personal appearance, race, sexual orientation, etc.)
 - e. What adult supervision was in place
 - f. Context of the incident

YouthBuild will only attempt to collect this information insofar as it does not jeopardize the safety of the victim and witness(es) and allows non-staff reports of bullying to be made anonymously.

Reporting to the Citywide Coordinator

YouthBuild will provide a report of bullying prevention and incident metrics to the citywide coordinator, as required by law. The YouthBuild report will include all service and incident measures included in this policy.

Reporting Incidents of Bullying or Retaliation (DC Code § 2-1535.03(b)(6))

YouthBuild expects all staff members and volunteers to report incidents of bullying or retaliation they witness or are made aware of. Staff members should immediately report all such incidents to the Dean of School Culture who will create a written report of a bullying incident and include the incident in YouthBuild reports of bullying incidents to the citywide coordinator.

Youth, parents, guardians, and community members are encouraged by YouthBuild to report any incidents of bullying that they witness or become aware of. Reports of bullying may be made to the Dean of School Culture Wellington Crutchfield at wcrutchfield@youthbuildpcs.org or 202-319-0141.

Reports of bullying by youth, parents, guardians and community members may be made anonymously, but disciplinary action cannot be taken by YouthBuild solely on the basis of an anonymous report, though such a report may trigger an investigation that will provide actionable information. All oral reports received as part of this process will be transcribed into writing and included in YouthBuild's bullying documentation.

YouthBuild will ensure that there are reporting materials available in a wide variety of languages and that information about reporting is communicated to youth connected to YouthBuild in an age appropriate manner. Information on how to report incidents of bullying will also be included as appropriate in YouthBuild mailings to youth and their families. The Dean of School Culture Wellington Crutchfield is available to assist in reporting incidents of bullying.

Reports of bullying not received by the Dean of school Culture will be transmitted to them and within one day of their receipt or creation by the staff member who reported the initial incident.

Investigating Incidents of Bullying (DC Code § 2-1535.03(b)(7))

Prior to the investigation of an incident, the Dean of School Culture will take steps to ensure the safety of the alleged victim referenced in a reported bullying incident. These steps will be designed to restore a sense of safety to the victim and to protect them from further incidents if necessary. Examples of such steps taken include designating a staff member to serve as that alleged victim's "safe" person, altering the alleged bully/bullies' seating or schedule to reduce access to the alleged victim or creating a safety plan in consultation with the alleged victim. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the victim from additional incidents of bullying or retaliation.

Once a report of bullying has been received by an agency, the following groups will be notified as needed by the Dean of School Culture, so long as, in the absence of legal imperative, the parent or guardian's written consent is obtained prior to notification.

Parents and guardians: YouthBuild will notify the parents or guardians of victims, bullies, and if appropriate, witnesses to an incident of bullying behavior about the nature of the incident and the procedures and steps in place for responding to it. YouthBuild will determine if parents or

guardians should be informed prior to or after the investigation of an incident. Parents/guardians will only be notified if students are under 18.

Schools: YouthBuild will notify the schools of all victims and bullies in an incident of bullying to ensure that youth are not victimized across agencies and that comprehensive service and protection can be provided to bullies and victims.

Law enforcement agencies: If YouthBuild determines that the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination [the agency designee] may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.

YouthBuild will notify these groups of incidents of bullying only to the extent allowed by law. Notification will be undertaken solely to ensure that services are provided to victims and bullies and to protect victims from further or sustained victimization. YouthBuild will make every effort to protect the confidentiality of those who report bullying incidents.

The Dean of School Culture is responsible for investigating reports of bullying.

An investigation of an incident will be initiated no more than one business day after the Dean of School Culture receives a report of bullying and will conclude no later than 30 days after the receipt of such a report. As part of the investigation, the Dean of Culture may interview any involved or relevant parties including alleged victims, bullies, witnesses, staff, parents or guardians.

The Dean of School Culture will provide confidentiality as far as possible to relevant parties as part of the investigation, and inform all relevant parties that retaliation for reporting acts of bullying is prohibited. Written records of the investigation process should be maintained. Where necessary, provisions will be made to include the advice of legal counsel.

In investigating an incident of bullying, YouthBuild will seek to ensure that the reported incident is one of victimization, a sign of bullying, rather than of conflict. Thus when investigating a reported incident Dean of School Culture will attempt to determine, through interviewing the victim, what mechanisms the victim had and has access to for halting the incident that occurred, and preventing future such instances. If the victim reports a few or no mechanisms for ending the incident or constructively dealing with future instances, that information will serve as compelling, though not conclusive evidence that the reported incident was an incident of bullying.

The Dean of School Culture is charged with making determinations as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident.

If the Dean of School Culture determines that additional support is needed to conduct a thorough and equitable investigation they will contact the Head of School. The Head of School will determine if any additional resources are needed to conduct an investigation.

SANCTIONS AND REMEDIES FOR BULLYING

SANCTIONS (DC CODE § 2-1535.03(B)(5))

YouthBuild recognizes that for sanctions to be an effective component of a bullying prevention plan, they must be applied consistently, fairly, and equitably. To this end, YouthBuild shall ensure that staff follows these guidelines as closely as possible, while allowing for flexibility to adapt sanctions to individual contexts. Furthermore, to ensure equitability in applying sanctions, measures will be applied on a graduated basis determined by the nature of the offense, the disciplinary history of the youth involved, and the age and developmental status of the youth involved. Responses to incidents of bullying may include, but are not limited to:

- Reprimand
- Deprivation of YouthBuild privileges
- Bans on participating in optional YouthBuild activities
- Deprivation of YouthBuild services
- Ban or suspension from YouthBuild facilities
- Expulsion from YouthBuild

Sanctions will be applied within one day of the determination that an incident of bullying has occurred, unless an appeal of the incident by the bully has been received in that time as described in the Appeals section of this policy. To ensure that single incidents of bullying do not become recurring problems, YouthBuild will always refer victims and bullies involved in an incident to services in addition to imposing sanctions on bullies.

YouthBuild shall communicate to youth in contact with YouthBuild the consequences that youth can expect for participating in bullying behavior.

Appeals (DC Code § 2-1535.03(b)(8); § 2-1535.04)

Parties dissatisfied by the outcome of a bullying investigation may appeal the determination of Dean of Culture to the Head of School. This appeal should be submitted no later than 30 calendar days after the initial determination. Upon receipt of an appeal, Head of School must conduct a secondary investigation within 30 calendar days of the receipt of an appeal. This 30 days may be extended up to an additional 15 days if the Head of School sets forth in writing the reasons why more time is needed to conduct an investigation. Additionally, upon the receipt of an appeal, the Head of School must inform the party making the submission of their ability to seek additional redress under the DC Human Rights Act.

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.