



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**AKRON AREA YMCA  
PHOENIX PROGRAM/  
BARRETT PROGRAM  
STUDENT  
HANDBOOK**

## TABLE OF CONTENTS

• Administrative Positions	3
• Who are we?	4
• Academic Policy	5
• Attendance Policies and Procedures	6 -7
• Discipline Procedures	8
• Exit Criteria	9
• Check-In, Dress Code, and Electronic Equipment	10 -11
• Food program and Detentions	11
• Building Rules/Procedures and Dismissal	12
• Community Service, Normative Philosophy, Essays	13
• Alternatives, Student Jury and Incentives	14 -15
• Discipline Policies and Summary of Consequences	15 -16
• Crisis Intervention Plan	17
• School Code Violations	18 - 20
• Student and Parent Acknowledgement	21
Appendix	
Student Code of Conduct	i

**Phoenix Administrative  
Positions**

Executive Director

Principal/Special Education Coordinator

Transition Coordinator

Office Manager

State Licensed Teachers

Case Managers

## **WHO ARE WE?**

Phoenix Program is a fully accredited behavior modification program. Students referred to our program receive both academic as well as behavior support. All credits earned while attending Phoenix will transfer back to the student's home school. We incorporate the Normative Philosophy with an academic program to help student's learn self-management skills, which will enable them to progress socially and academically until such time they are able to return to their home school.

We are designed to serve as a co-educational alternative for adolescents, ages 9-21, who are involved with the court system, and have academic and/or behavioral problems. The students are referred directly from the Department of Youth Services, the Juvenile Court of Summit County, Children Services Board, and various local schools.

Phoenix follows the local school calendar and is open during the school year from 8:30AM to 4:00PM. Phoenix School is recognized as a "Drug Free Zone", by the Alcohol, Drug and Mental Health (ADMH) Board of Summit County and a "Drug Free School" by the Akron Board of Education.

Phoenix has achieved chartering by the State of Ohio, as a special needs school for grades 4-12. This permits the accreditation of high school diplomas and certificates of promotion.

The Phoenix Program operates on an open door policy and parents and/or guardians, counselors, referring agency staff or any additional support staff is always welcome.

## **SCHOLARSHIPS/ASSISTANCE**

As the Phoenix Program is a YMCA program we offer both scholarship and assistance programs.

*\* The Phoenix Scholarship:* Offered by David & Susan Dudas. Any student who successfully completes the Phoenix Program is entitled to apply yearly for \$3000 in continuing education assistance.

*\* YMCA Gateway Scholarship:* Offered by the YMCA at all branches. No one will be turned away from YMCA programs due to the inability to pay.

## **AKRON AREA YMCA MISSION**

To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

## **PHOENIX MISSION STATEMENT**

To establish a safe environment that promotes positive and healthy behavior; self-respect and respect for others; challenges the individual to act responsibly toward the betterment of themselves and the community; and provides young people with the skills to successfully achieve.

## **ACADEMIC POLICY**

### **CREDIT HOURS**

The Phoenix Program operates on a nine-week grading schedule. In addition students receive interim reports half way through each grading period to help them monitor their academic and behavioral progress. Nine-week report cards are available to parent/po/guardians and are typically sent home with the student. Parents/guardians may arrange to pick them up from the program. When a student is withdrawn, official transcripts will be forwarded to the referring agency. Transcripts may also be forwarded to the current school of attendance upon request.

### **HIGH SCHOOL STATUS (9-12)**

A student needs the following amount of credit hours to be placed in the appropriate grade level.

Freshman	(9th grade)	0-3.9 credit hours
Sophomore	(10th grade)	4-8.9 credit hours
Juniors	(11th grade)	9-14.9 credit hours
Seniors	(12th grade)	15-21 credit hours

### **MIDDLE SCHOOL STATUS (7-8)**

Seventh and eighth grade students are expected to attend the program daily. They are expected to do daily classroom assignments, which will lead to promotion to the next grade level.

### **KIDDIE PHOENIX (4-6)**

Fourth, fifth and sixth grade students are expected to attend the program daily. They are expected to do daily classroom assignments, which will lead to promotion to the next grade level.

The standard grading scale for all grade levels is as follows:

A = 92-100%
B = 83-91%
C = 74-82%
D = 65-73%
F = 0-65%

*\* Phoenix is never considered the students' home school. We are a short-term placement for students whose home school district had deemed in need of the services that we provide. Grades and appropriate credits are assigned for only the time the student was in attendance at Phoenix.*

**You must contact your home school district for permanent files, past school records, total credits or additional information.**

## ATTENDANCE POLICY

Good attendance is essential to a student's academic success. The Phoenix Program's attendance procedures are intended to promote regular attendance and help students attain educational goals.

When a student is marked absent or tardy for an excused reason, or is suspended, the student is permitted to make up as much missed classroom work as is reasonably possible with the assistance of the student's classroom teachers. It is the responsibility of the student to initiate the request for make-up work and complete the work by the end of the current grading period. **Students marked unexcused absent or tardy are NOT permitted to make up classroom work.**

When a student is absent or tardy, it is the obligation of the parent, guardians, or custodian to report the absence and the reason for the absence or tardy. This may be done by phone, in person or in writing to the front office. Extended absences or an absence related to a communicable disease will require a doctor's excuse or proof of treatment for the student to return.

**The principal, as the Superintendent designee, is the final authority in determining whether an absence or tardy is excused or unexcused.**

### **Reasons for excused absence or tardiness include:**

- Personal illness or injury
- Illness in the family
- Funerals (of immediate family or relative)
- Quarantine
- Work at home due to the absence of the parent/guardian
- Religious holidays
- Medical and dental appointments
- Appointment at the Board of Education Administration Building, Child Guidance Center or Court appointments
- College visitation (reasonable number and verified by parent)
- Emergencies (any emergency or set of circumstances beyond the student's control judged as sufficient cause by the school principal the superintendent)

### **Unacceptable reasons for excused absence or tardy:**

- Oversleeping
- Hunting, fishing, or similar reasons
- Shopping trips
- Truancy or "flicking"
- Refusal to attend

## **EIGHTEEN YEAR OLDS**

Students who are 18 years old and older are legally responsible for their actions. We expect them to follow and be subject to all rules and regulations as they apply to the entire student body. Eighteen year olds and older students who are **not** living with their parent or past guardian may call to report their own absences from the program. These students will be required to furnish evidence as to need for absence from the program. These students may sign all school documents that call for the signature of the parent or guardian. Eighteen year olds and older students ***not living with their parent(s) or guardian(s)*** may be authorized for release without parental contact if the office authorizes the release.

## **ATTENDANCE PROCEDURES**

State law establishes 93% attendance as the minimum performance standard for schools. A student's attendance record is cumulative and follows the student if he/she transfers during the school year.

***If the student misses seven unexcused days in one semester they will be placed on non-credit status.***

State Law Truancy Guidelines:

- Habitual Truant: 5 consecutive days unexcused, 7 unexcused in a month or 12 unexcused in a school year.
- Chronic Truant: 7 consecutive days unexcused, 10 unexcused in a month or 15 unexcused in a school year.

Truancy notices are kept on file, sent to the home and the home school district. If attendance does not improve or is not acknowledged by the guardian within the specified time the case is referred to the Summit County Juvenile Court.

## **ABSENT OR TARDY FROM SCHOOL:**

- Every absence or tardy must be accompanied by either a written excuse, or notification by phone by the parent or guardian stating the reason for absence or tardy.
- Students are allowed 7 unexcused absences per semester.
- A parent, guardian, or parole/probation officer will be notified daily of each student's absence or tardy by a phone call from the school.
- Students who elect not to fulfill the detention will be placed on a re-evaluation the following day.

## **SCHOOL CALANDER/CALAMITY DAYS**

The Phoenix Program follows the same schedule as the Akron Public School system as we are located within the Akron district. You will receive a Phoenix program schedule as part of your intake process. Since the majority of our students are from the Akron area, if Akron Public Schools are closed due to weather conditions or other calamities, the Phoenix Program will also be closed. Calamity Days will be broadcast on WKYC Channel 3 News and/or WEWS Channel 5 News.

***Calamity Days (Weather Related Concerns): When school is closed due to the weather, all activities are canceled. Suspension days will be forwarded and must be served after school reopens.***

## **DISCIPLINE PROCEDURES**

### **DEFINITION: WEAPON AND USE OF WEAPON**

As used in the Code of Student Behavior, "weapon" is defined as any device, which by its design may be used for offensive or defensive purposes. *Examples include but not limited to: firearms; guns (air or gas); knives, defined as any edged instrument regardless of blades length; picks; saps; martial arts instruments, aerosol propellants such as pepper spray or mace, stun guns...*

As used in the Code of Student Behavior, the "use of a weapon" shall include, not only use of items defined as a weapon, but shall also include look alike weapons and/or any device which has been converted for use or threatened use as a weapon. *Examples included but not limited to: assault or threatened assault or another with items which have other primary purposes such as a chair, choke chain, pencil or pen, a hammer, an aerosol of hairspray, deodorant or perfume, a rock or stick..*

### **ASSAULTS ON STAFF MEMBERS**

A student found to have committed a physical assault on a staff member would be subject to legal action at the staff member's discretion. In addition, the student may be subject to a hearing or review based on the Phoenix program exit criteria, which may lead up to or include expulsion.

### **LIABILITY OF PARENTS FOR STUDENT MISCONDUCT**

Under Ohio law, parents having custody of a minor under 18 are liable for the student's willful damage to school or private property or the theft of such property. Any owner of property can bring a civil action against the parents to recover compensatory damages as specified by Ohio Revised Code, and costs of the suit.

### **SEARCH AND SEIZURE**

The Akron Board of Education or its designee, Phoenix Program, reserves the right to search the desks, person and personal belongings of a student when it is believed to be necessary for the maintenance of the educational process; to protect the health, safety, or welfare of other students, or whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student has violated or is violating the law or rules of the school. If possible, the parent/guardian or student's consent prior to the search will be obtained. Students should be aware that their desks, persons, and personal belongings are subject to such searches. The school has adopted a Weapon Detection Program permitting the use of metal detectors in secondary schools on a random basis. Students subject themselves to the penalties as outlined in the Code of Student Behavior.

### **STUDENT INTERVIEW OR INTERROGATION**

Criminal investigation of students on the program's premises by law enforcement officers is permitted in the following situations:

1. To question a student, but only if the child's parent is present, or the parent has given permission to the principal for the interrogation to occur. Program personnel will not be present during the interrogation.
2. To investigate a case of suspected child abuse reported by a teacher or administrator.
3. To pursue and arrest a lawbreaker or cope with conditions of riot or disorder or to serve legal



- document.
4. To conduct an investigation at the request of program officials.

## **EXIT CRITERIA**

The following criteria have been developed to ensure that all students are given every opportunity to receive appropriate intervention during a crisis situation. These steps are meant to be a collaborative process, which assesses behavior and implements solutions to avoid the student having to be removed from our program.

### **1. Intervention & Documentation**

- All incidents related to student behaviors will be documented
- Consequences from the normative will be applied with appropriate documentation
- Parent/Guardian conference requested by staff
- Change of classroom setting if appropriate and plausible
- Suspension up to 10 days per school year.
- Student will be suspended from Phoenix program pending IEP/manifestation determination or an expulsion hearing at the Board of Education.

### **2. Call IEP Meeting/Manifestation Determination**

- Meeting will involve district representative, school psychologist, guardian, involved agency representatives, Phoenix education staff & principal.
- Behaviors being displayed will be addressed.
- IEP team will make determination regarding source of the student's actions.
- IEP team will determine LRE for student, which may include home instruction or change of placement.

### **3. Home Instruction (By decision Home School District)**

- The Home school district will be responsible for providing a home instruction tutor for the student.
- Phoenix will provide academic work for the tutor.
- The home school representative will establish a documented re-entry plan for the successful reintegration of the student back to Phoenix.

### **4. Change of Placement (By decision of IEP Team)**

- The LEA, by law, is responsible for securing placement on the LRE continuum.
- Reasons for change of placement may include but are not limited to:
  - Established pattern of physical or threatening behavior toward staff, possession of a weapon, established pattern of non-compliance w/ program standards, presenting physical danger to self, another student, the Phoenix program or it's staff.
- If change the placement occurs the Phoenix staff will work with all agencies involved to help insure proper placement can be made in the best interest of the student.

## BUILDING & SAFETY PROCEDURES

### ARRIVAL AND CHECK-IN

Upon entrance of the building students will be searched on a daily basis by staff members or a sheriff's deputy. This search may involve the use of a handheld metal detector, a general pat down, & visual inspection.

1. Students will remove their coats and jackets at the door. All items including purses will be searched and placed in a locker.
2. Phoenix reserves the right to conduct unannounced searches to insure the safety of students and staff.
3. Students are to have no more than \$10 in cash on their persons at all times in the school. Any monies over the \$10 limit will be confiscated, placed in a marked envelope with the student's name and amount, and placed in the school safe. Unusually large quantities of money will be reported to the student's parent/guardian and/or P.O., if applicable. Confiscated monies will be returned to the student at the regular dismissal time.
4. **The Phoenix staff will not be responsible for lost or stolen items.**

### APPEARANCE AND HYGIENE:

1. Cleanliness is expected and outerwear is to be removed once inside the building and placed in the locker as stated previously.
2. **Students from schools that require them to wear a uniform must wear their uniform while attending Phoenix.**
3. Any clothing or jewelry that depicts gang representation, weapons, or drugs, will be reported to probation/parole officers, as well as the gang task force.
4. Clothing with inappropriate language and statements that suggest sexual innuendoes or representation of drug, alcohol or paraphernalia, or violence of any type will not be permitted.
5. Only one pair of pants or shorts is to be worn at one time. Any student wearing more than one layer will be asked to remove one layer and place the article of clothing in the coatroom.
6. Pant legs are not to be tucked into students' socks or banded in any fashion.
7. Males are to tuck their shirts in at all times.
8. Pants are to be up around the waist; **drooping is not allowed.**
9. Other clothing items not permitted may include **but not be limited to:**
  - tank tops,
  - crop tops,
  - low-cut/revealing tops
  - skirts or shorts that do not reach the finger tips,
  - Form fitting pants/skirts, including leggings
  - lace up tops or pants that reveal skin, such as distressed jeans.

**Appropriate attire is at the discretion of the staff.**

**Inappropriately dressed students will have three options:**

1. be sent home to change, or
2. call family member to bring appropriate attire, or

### 3. wear items offered by school.

#### **ELECTRONIC EQUIPMENT:**

Electronic equipment causes a distraction to academic instruction and should not be brought to class. As the student enters the building he/she should turn their electronic items over to the Sheriff who will place the item in a plastic bag with the student's name on it. The item will be returned to the student at dismissal time.

- The first offense will result in the item being confiscated and returned only to the parent/guardian/parent.
- The second offense will result in the item being held until the end of the school year or the student's exit from the program.
- ***The Phoenix program will not be responsible for lost or damaged items.***

#### **PHONE PRIVILEGES:**

Students are not allowed to use the office phones. Calls may be placed at the discretion of their Case Managers.

#### **BREAKFAST & LUNCH POLICY:**

The YMCA Phoenix Program offers a free breakfast to all students reporting on time to school. We also offer a free or reduced lunch program during specific hours.

***At no time is food, beverages or snacks permitted in the classroom during academic instruction.***

#### **HALL PASSES:**

All students must have a hall pass in hand or be escorted when exiting the classroom. Any student found alone without a hall pass will be considered out-of-area.

#### **HALL CONDUCT:**

The rules for the hallways are:

- 1) Walk. Do not **run** in the hallways.
- 2) No talking unless addressed to by staff.
- 3) No horseplay.
- 4) No writing utensils permitted in the hallways or restrooms.

#### **ACADEMIC AND EXTRA CURRICULAR ACTIVITIES:**

Field trip eligibility is based on appropriate behavior and consistent attendance for two weeks.

When students are away from the building, they are representatives of the Phoenix Program and are expected to follow the same rules of behavior as they would if they were in school.

### **CARE OF OUR BUILDING:**

Students found defacing or damaging school or private property will receive disciplinary action including restitution. The school may pursue criminal damaging charges.

### **CARS AND MOTORIZED VEHICLES:**

Due to liability issues and lack of parking, students are **NOT** permitted to drive cars or any other motorized vehicles.

### **GAMBLING:**

Gambling is forbidden on school property or school transportation. Dice and cards will be confiscated and not returned. Appropriate disciplinary action will be taken.

### **SMOKING:**

Smoking is not permitted on school grounds or the street (Jonathan Avenue and Virginia Avenue) near the school grounds, including bus stops.

### **DISMISSAL:**

Bus services are available to students. Bus passes will be provided upon being dismissed from the building for students riding Metro.

- Students can lose their bus privilege if inappropriate behavior is displayed at the bus stops or on the bus ride to or from school. The school does communicate with the Metro employees and supervisors.
- First offense will result in a warning.
- Second offense will result in the loss of bus privileges for 1-14 days depending upon the severity and/or frequency of the offense(s).
- First offense for any physical altercations will be automatic loss of Metro service for the remainder of the school year.
- All private transportation is to park along of the side of the building near door 26 for pickup of students.
- Walkers will be dismissed at 4:00 PM.

### **COMMUNITY SERVICE**

Community Service projects incorporate all the aspects of the YMCA character values of Caring, Honesty, Respect and Responsibility. We ask that students participate in a group project during their time at Phoenix. Each homeroom collaboratively chooses a community service project. This project usually requires the students

the leave the building so appropriate behavior is necessary. Many students not only enjoy these projects but also gain important life skills and a feeling of self worth.

## **THE NORMATIVE PHILOSOPHY**

The Normative Philosophy refers to informal group expectations in specific settings so as to help each member reach his or her goals. Students set expectations for classroom behavior. When inappropriate behavior occurs, it is the responsibility of the group to positively confront the behavior and together, seek a solution to the problem. Students will be instructed to utilize the Eight Steps to Positive Confrontation. The goal is for our students to learn how to resolve conflict in a non-violent or aggressive manner.

## **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

### **Time Out Counseling Essays**

Students are allowed three 10 to 15 minute counseling essays per day. Each student will be counseled by their individual case manager and asked to complete an essay (time out). This essay may be completed either verbally or written at the discretion of the case manager. The essay contains several questions and requires the student to list three goals that will enable him/her to get back into the classroom. When behavior is highly escalated, the student will be asked to complete an excessive behavior essay, which requires longer answers to the questions.

*A student may also request one (1) time out and will not be penalized.*

### **Re-Evaluation Essay**

A re-evaluation is a written assignment that requires the students to identify the inappropriate behavior and the negative affect that behavior has on their peers and their progress. Then the student is asked to make a plan of how to avoid the inappropriate behavior in the future.

Re-evaluations must be completed in a two- hour time frame or the student will be recommended for in-school suspension or isolation from the class. A student refusing to begin the re-evaluation will be given a 15-minute grace period to comply with the request. During the 15-minute grace period, peer intervention, either one-on-one or as a group, is encouraged.

When the student has completed the re-evaluation essay and the case manager has reviewed it, the student must read the essay to the group, and ask to be accepted back into the group. Peers and staff make a group decision to whether or not to accept the student back into class based upon what the student wrote for the re-evaluation.

If the student on re-evaluation is not accepted back into the group, the group will remain on shutdown status until the group sets expectations for the student on reevaluation with guidance from the case manager and the teacher. **Shutdown status means the group will not be eligible for any special privileges until the expectations have been agreed upon.** This includes social time during and after breakfast or lunch, scheduled field trips, reward field trips or activities, and early dismissals.

It is important that the reintegration group be held as soon as the student completes the essay. The student on re-evaluation should not have to wait more than 15 minutes for the group to be called and his/her reintegration to begin. When a student has completed the re-evaluation and has been reintegrated back into the group, he/she begins at the bottom level of the behavior program. This means he/she will have the option of two timeouts before being put on re-evaluation again.

*Students on re-evaluation status do not earn classroom credit (participation credit) or behavioral points.*

### **ALTERNATIVE TO RE-EVALUATION – A COMMUNITY SERVICES AGREEMENT**

Those students for whom a writing assignment is not the most beneficial response to inappropriate behavior will instead complete 1 hour of Re-evaluation Community Services (RCS). Re-evaluation Community Services assignments will be physical in nature, such as building maintenance (indoor/outdoors).

In order for RCS time to be accrued the student must be **actively** involved in the assignment. If the student chooses not to complete **RCS** he/she must complete the original written assignment. Completion of the required apology letter and the group's responsibility in setting expectations remain unchanged.

### **STUDENT JURY:**

A Student Jury will be held when a student has violated any of the Classroom Normatives, Group Expectations or Student Expectations and the student feels that not all the facts are clear. The Student Jury is an organized group of peers selected by the staff, based on academic progress, attendance, and appropriate behavior. The students chosen will have the least amount of knowledge or involvement with the incident. All students have the right to student representation, such as a student lawyer. The jury will act as the voice of the student body to determine the student's guilt or innocence based on the facts presented. The jury will be responsible for assigning consequences of the violations if the defendant is found guilty of the charge. All procedures will be overseen by school staff to maintain fair and equal conduct of all parties.

## **INCENTIVES**

### **DAILY GROUP AWARDS**

A Homeroom Group that has had a successful morning will be rewarded with social time at lunch and prearranged activities determined by the homeroom staff. Any group member placed on reevaluation in the morning prevents the group from receiving this privilege and the class will have a silent lunch and no social time.

### **MONTHLY INDIVIDUAL REWARDS**

Every month the top ten students earning the most behavior points will participate in a special outing to reward them for improving their behavior in the school and classroom. Students eligible will receive a permission slip three days before the planned activity if it involves leaving the building. The permission slip must be signed and returned by the day of the planned trip for the student to go.

## **NINE-WEEK INDIVIDUAL REWARDS**

At the end of each semester students will be recognized for outstanding academic performance.

Honor Roll 3.6–4.0 (NO F's or D's)

Merit Roll 2.8–3.5 (NO F'S or D's)

## **DISCIPLINARY POLICIES**

### **Procedures for students exhibiting disruptive/aggressive behaviors:**

When all other behavior interventions are unsuccessful, the student will be isolated from his or her peer group with a staff member to continue to try and establish therapeutic rapport in a designated quiet area. (Following crisis intervention procedure for removing the audience and providing acting out student privacy while dealing with his/her issues.)

If after an adequate amount of time the student is still noncompliant and still refusing to follow directives of the staff, the parent will be contacted and informed of the situation and requested to come and get the student. If the student has been assigned a probation officer the case manager will contact him or her also regarding the situation.

Parents unable to pick up their student will be informed that their student will be given a bus pass to go home and will have to immediately exit the building after being given his/her belongings. Students leaving the building due to disciplinary issues will have a letter explaining the situation and requesting the parent/guardian contact the school. If a student is sent home before lunch it will be considered a day of out of school suspension.

If a student is being suspended for more than one day the letter will request the parent arrange a face-to-face meeting or phone conference with the principal and/or transition coordinator before the student is allowed to return to school. The program will make every attempt to have any assigned P.O. participate in the reinstatement meeting.

### **OUT OF SCHOOL SUSPENSION:**

When a student becomes totally uncooperative or exhibits behavior that is threatening the safety of peers and/or staff, he/she will be isolated and the staff will follow the steps for non-threatening crisis intervention (PIA). If the student continues acting out after an adequate amount of time to redirect and de-escalate, the student will be suspended out of school based on the severity of his/her actions as well as the student code of conduct. A letter will be drafted explaining the infractions and consequences. The letter will state when the student may return to school. A meeting is not necessary as long as the student cooperates enough to leave the building without any more incident and there has been communication with the parent regarding the infraction(s). The parent will be called by the front office staff to pick up their student. If the parent cannot be reached the student will be given a bus pass if necessary to get home and released.

If a student leaves the building without permission while the staff is attempting to reconcile the situation or de-escalate the student, a meeting with the student, parents/guardians/po and Phoenix staff must be held before that student can return to the program. This meeting must be a face-to-face meeting, unless circumstances dictate it be a phone conference.

When the student returns, he/she must be prepared to participate in a group session in which his/her peers help identify the reasons for the inappropriate behavior and brainstorm positive ways to handle the situation in the future.

### SUMMARY OF BEHAVIORAL CONSEQUENCES

Choice	Consequence
1st time-out	Verbal time out with case manager
2nd time-out	15-30 word essay
3rd time-out	25-50 word essay/ Re-evaluation
Time-out refusal	15 minute grace period/ Re-evaluation
Re-Evaluation refusal	15 minute grace period/ removal from class
Alternative to re-evaluation	1 hour of restitution as outlined in contract
Out of area 1st time	Positive confrontation
Out of area 2nd time (time-out)	Increased writing assignment/re-evaluation
Out of area 3rd time (re-evaluation)	Increased writing assignment and restitution work
Out of area 4th time (in-school)	Isolation or out-of-school suspension

**Note:** Students may be placed at any consequence level, at the discretion of the Transition Coordinator or Principal depending on the severity of the behavior.

The following behaviors will automatically receive out of school suspension:

**FIGHTING (3 DAY MINIMUM)**

**EXCESSIVE WALKING OUT OF AREA (1 DAY MINIMUM)**

**VERBAL AGGRESSION TOWARD A STAFF (1 DAY MINIMUM)**

**\*\*Keep in mind that any one of those infractions can also result in a review for exiting the program.**

### CRISIS INTERVENTION PLAN

All staff has received training to handle situations when a student becomes highly escalated and the safety of students and staff is a concern, and the training is in compliance with the 2009 Executive Order by the governor of Ohio prohibiting prone restraints. The staff has received training in an appropriate crisis intervention technique called Physical Intervention Alternative, PIA, which adheres to the regulations now in place. It may become necessary for staff to physically restrain students from harming themselves or others. If a physical restraint becomes necessary, **as a last resort**, the staff is trained in *safe, non-harmful escapes and restraints*. Every effort will be made to apply these methods when applicable. All physical incidents will be immediately documented, first aid will be applied if necessary and parent contact made.

There are two types of situations where a team is called to intervene:

- 1) Verbally Aggressive Situation (Code BLUE)
- 2) Physically Aggressive Situation (Code RED)



After the situation has been resolved all witnesses will immediately document the incident and copies are then made for the administrative staff of Phoenix. Further action may be necessary and involve having the parent come to pick up the student or police assistance. When the parent/P.O./guardian cannot be reached, the student will remain in isolation from the rest of the student body until someone has been contacted and/or a resolution of the situation can be made.

If the student refuses isolation and continues to escalate, becoming a threat to themselves or to others, the Principal or Executive Director of the branch will contact the police.

## PROGRAM CODE VIOLATIONS

Listed below are the penalties for violations of the Programs Code of Student Behavior. There are three types of penalties listed for Code violations. Offenses calling for a mandatory recommendation for expulsion will result in a hearing with the referring agency to consider whether an expulsion or new placement should occur. Expelled students will be out of school for up to eighty (80) school days, or longer for violations of Gun-Free School Act of 1994. Those offenses, which are listed as requiring a mandatory suspension, will cause a student to be suspended from school for one (1) to ten (10) days. Those offenses that are discretionary may be penalized by expulsion, suspension, or lesser penalties. Specific penalties for these offenses may be established at the building level.

<i>VIOLATION</i>	Mandatory Recommendation for Expulsion	Mandatory Suspension	Suspension, Expulsion, Lesser Penalty
1A. Bringing a firearm (as defined in the federal Gun-Free Schools Act of 1994) on school property, in a school vehicle or to any school-sponsored event is a mandatory expulsion of not less than one year.	X		
1B. Possession of a weapon or use of a weapon against another person.	X		
2. Selling, attempting to sell, or giving controlled substances, dangerous drugs, counterfeit drugs, intoxicating substances or alcohol. These infractions will be reported to the police.	X		
3. Setting or attempting to set a fire.	X		
4. Physically assaulting a staff member. This infraction may be reported to the police.	X		
5. Persistent or flagrant violation of the CODE OF STUDENT BEHAVIOR following transfer to a new school setting for adjustment reasons.	X		
6. Verbal assault on a staff member. (abusive or threatening language)			X
7. Extortion		X	
8. Gambling		X	
9. Criminal Acts		X	
10. Falsifying: report against a staff member, a witness statement, providing false identification and/or forgery.		X	

11. Setting a false alarm, filing a false bomb report, or making a false report to any agency which provides emergency services.		X	
12. Smoking or using tobacco		X	
13. Possessing, concealing, or using intoxicating substances such as alcohol or drugs.		X	
14. Intentionally or recklessly causing or threatening physical or emotional harm to another or behaving in such a manner as to present an imminent risk of such harm. (An unwarranted, unprovoked physical assault on another student may rise to the level of expulsion, up to one year).		X	
15. Possession of explosives or use of explosives.		X	
16. Possession of fireworks or use of fireworks.		X	
17. Trespassing		X	
18. Theft		X	
19. Gross insubordination–failure to comply with directions or otherwise acting in defiance of school authority after specific warning of being insubordinate and in the presence of others.		X	
20. Intentionally or recklessly damaging school or private property or behaving so as to present an imminent risk of such damage. (May rise to the level of expulsion, up to one year)		X	
21. Persistently being absent for or late for school or classes.			X
22. Unauthorized use of school or private property.			X
23. Possessing counterfeit controlled substances or items used in conjunction with marijuana or illegal drugs.			X
			X

24. Possessing any substance containing tobacco, including items used in conjunction with tobacco.			
25. Refusing to accept discipline or punishment, such as failure to serve a detention or submit to other forms of punishment.			X
26. Insubordination, such as failure to comply with directions of school personnel or otherwise acting in defiance of school authority.			X
27. Aiding or abetting any violation of this CODE.			X
28. Engaging in sexual activity.			X
29. Using profane, vulgar, racist, sexist or other improper language or gestures.			X
30. Hazing/harassing another student or school employee.			X
31. Violation of individual school rules.			X
32. Violation of individual classroom rules.			X
33. Possession of beepers, pagers, cellular phones, and laser pointers will result in confiscation. Other electronic devices will be confiscated, if it is a school rule.			X

Students who have been suspended or expelled from the program are not permitted on any school property or at any program sponsored event for the duration of such disciplinary action. Students who are suspended and enter program property will be subject to further disciplinary and/or legal action.

# PARENT & STUDENT ACKNOWLEDGEMENT

I, \_\_\_\_\_, have read, discussed and understand the East Akron YMCA Phoenix Student Handbook. By signing this I understand that I will be held accountable to the policies and procedures outlined in this document. I am also aware that I may review or have access to the Student Handbook at any time.

A copy of this signed statement will be included in my permanent file and may be used as proof of my knowledge of the East Akron YMCA Phoenix Program Policies and Procedures and the consequences of the choices I have made.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent Signature                      Date