

2021-2022
School Year



Promise Academy

Parent and Student Handbook

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INTRODUCTION

Mission:

Promise Academy (“Promise Academy” or the “School”) recognizes that all students have the right to, and deserve, an education that prepares them for post-secondary success. We educate and graduate students who have not been successful in traditional high school and have dropped out or are at risk of dropping out. We do this through flexible and individualized learning experiences, supported by meaningful relationships with caring adults who are constantly learning from students and exemplifying high engagement learning for students.

About Promise Academy:

- Promise Academy has highly qualified, certificated, and dedicated teachers, and staff, that care about the students and are steadfast in assisting students in reaching their highest potential.
- Promise Academy offers students a full range of wrap-around services that assist young adults to self-regulate in relationship to school and work.
- Our goal is to link students with educational experiences that will connect them to a college or a career.

Promise Academy provides a safe, caring, and productive environment for all students to reach their full potential. As a student at Promise Academy you will develop important academic, work, social, emotional well-being, and self-sufficiency skills that will allow you to be successful in life, on the job, and with your continuing education.

You can graduate from Promise Academy with a state recognized High School diploma, well prepared to live as a productive and responsible citizen in your community. You could also have the opportunity to graduate with an industry-recognized credential in a career field in high-demand, or some college credits beyond your high school diploma. You will leave feeling confident of your abilities and prepared to find a good job, enter a trade, an apprenticeship, or attend a post-secondary educational program.

You will work hard and learn to give your best effort on your own behalf. Everyone at Promise Academy is treated with respect. We require and expect a commitment from you --not just in following the School’s rules-- but also in striving to reach your fullest potential.

This Handbook (the “Handbook”) was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains important information that you are responsible for knowing. Become familiar with the following information and keep the Handbook available for reference by you and your parents. All of the information, policies and procedures contained herein are subject to change at the discretion of the Board of Directors (the “Board”). This Handbook does not limit the authority of the School to deviate from the normal rules and procedures set forth in this Handbook, and to deal with individual circumstances as they rise in the manner deemed most appropriate by the School taking into consideration the best interests of the School, its faculty, employees, students, or the overall School community. Should a conflict arise between information provided in this Handbook and any policy adopted by the Board, the policy shall supersede and control.

The term “parent” when used herein means an official caregiver of a minor child, including but not limited to mother, father, stepparent, grandparent, foster parent, court-appointed guardian. Note that where permitted by law any reference to parent or guardian in this Handbook applies equally to any student that is 18 years or older and enrolled as an independent student. If you have any questions about this Handbook, please contact the School’s Principal. The Principal has similar authority and responsibilities as the superintendent of schools for a local district.

I. Admission Information

A. Enrollment

Applications are accepted any time of the year at Promise Academy and are open to students residing anywhere in the State for grades 9-12. The following are general admissions procedures for Promise Academy:

1. Complete a Promise Academy online application and submit it to the School. A copy of your transcript should be attached. If you do not have a copy of your transcript, you and/or your parent/guardian will sign a "Request for Records" form for the last school that you attended.
2. In order to complete your enrollment application, you will also be required to submit copies of your Birth Certificate, and proof of residence, such as a monthly utility bill, lease, or mortgage statement. A photo ID may also be required.
3. Once you have submitted your enrollment application and any other required documentation, you will be scheduled for orientation and/or assigned to a mentor teacher and class session based on your transcript.
4. Either prior to, or during, your orientation, you will be scheduled for an assessment test.
5. In the event that enrollment exceeds capacity, Promise Academy will perform a blind, random lottery to determine what students are enrolled and what students are placed on a waiting list (in order of their selection). Any students that inquire about enrollment after the lottery is held will be placed on the waiting list on a first come, first-serve basis. Admission preferences are given to students attending the School the previous year, to students who reside in the district in which the School is located.
6. The School may limit admission to students who have attained a specific grade level, age, or status as an “at risk” student. “At risk” students include those that are at least one grade level behind their cohort age group and/or experience crises that significantly interfere with their academic progress such that they are prevented from continuing in a traditional high school program.

B. Fee

There is no tuition fee or tuition of any kind at Promise Academy.

C. Non-Discrimination Policy

Enrollment will not be denied to any eligible applicant on the basis of sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. Promise Academy will also not discriminate in its pupil admissions policies or practices whether on the basis of intellectual or athletic ability, measures of achievement or aptitude, or any other basis that would be illegal if used by any public school.

D. Student Immunizations

All new students are required to submit a copy of their Immunization Records within the first 14 days that they are enrolled. No student shall be permitted to remain in school for more than fourteen (14) days if the student has not met the minimum immunization requirements established by the Ohio Department of Health which can be accessed at the following website: <https://www.odh.ohio.gov> or by inquiring at the School.

If a student's Immunization Records have not been received by the School by the 15th day of enrollment, the student will not be able to attend until he/she can submit his/her medical records from their last school of attendance or primary physician or until he/she can prove that he/she has begun the Immunization process in accordance with the requirements set forth by the Ohio Department of Health.

A student who has been released for not submitting a copy of his/her Immunization Records will be counted as an unexcused absence while the student is not attending school.

E. Re-Enrollment

Students who have withdrawn from Promise Academy during a school year and want to enroll again will re-enroll according to the enrollment process as previously outlined. Any variation to this process requires approval from the Principal or their designee.

F. Annually Required Documents

At the beginning of each school year, the School will distribute and collect the following forms and documents from all students (This list is illustrative and subject to change):

- Current school year Board-approved Parent/Student Handbook (no collection necessary)
- Current school year Board-approved School Calendar (no collection necessary)
- Title One Compact – must be completed, signed by the parent or student (if over 18)
- Income Verification Form – must be completed, signed by the parent or student (if over 18), and collected
- Emergency Medical Authorization – must be completed, signed by the parent or student and updated by the parent or student as necessary (if over 18), and collected
- Family Education Services (FES) consent forms (if applicable) must be completed, signed by the parent or student (if over 18), and collected.

- Free and Reduced Lunch Form (if applicable) must be completed, signed by the parent or student (if over 18), and collected.
- Parent / Student Contract - must be completed, signed by the parent or student (if over 18), and collected.
- Ohio Core Opt-Out Form
- Proof of Residency Documentation

G. Change of Address/Phone Number

It is the Parent/Guardian/Student's responsibility to inform the School office of any change of address or phone number. Any other relevant information must also be updated in the office. If you have a change of address, you are required to bring the corrected student information and proof of residency documentation to the School office. If there is a change of custody for the student, you are required to bring the corrected student information, including the current custody order, to the School office.

H. Non-Sectarian School

Promise Academy is a public, non-sectarian school.

II. Student Responsibilities

A. Code of Conduct

Promise Academy recognizes that a positive learning environment cannot occur without maintaining structure and discipline conducive to learning. The Code of Conduct is intended to standardize procedures to protect the rights of every student at Promise Academy.

Students at Promise Academy are required to know and uphold the Code of Conduct. When students do not follow the rules, they are expected to accept the consequences. The student's attitude toward the rules of Promise Academy is very important.

Corporal punishment is not permitted. No employee should threaten, inflict, or cause to inflict unreasonable, irrational, or inappropriate force upon a student. Good sense and judgment should always prevail.

The rules of the Code of Conduct apply to any action or conduct that occurs:

- On School grounds during the school day or immediately before or after school hours;
- On School grounds at any other time when the School is being used by a School group;
- On or off School grounds at any School activity, function or event;
- Traveling to and from School, including actions on any School or public conveyance; and
- On the Internet on School grounds or off School grounds if it affects the learning environment.

The following behaviors are examples of offences at Promise Academy and will result in corrective action, potentially including a suspension, expulsion, or withdrawal, in accordance with the law and at the discretion of the Principal, where appropriate. Offenses include, but are not limited to:

- Truancy – absent without permission from the School (discipline shall not include suspension/expulsion)
- Dress Code Violation – not dressed according to the Promise Academy dress code
- Disruption – interfering with School policies or classroom routine
- Cheating – copying someone else’s work or in any way trying to take credit for work not done by the student himself/herself
- Profane Language – use of profane or unacceptable language
- Sexual Misconduct – including, but not limited to improper public display of affection in the School building or at any School related activity including but not limited to kissing, etc.
- Tobacco – using or possession tobacco of any kind as well as using/possession vaporizers and e-cigarettes, and look-alike substances
- Sleeping – activity which results in student non-performance
- Insubordination to the lawful instructions of a teacher – disobeying the lawful instructions of the Executive Director, Principal or Dean of Students, teacher, or other staff member of Promise Academy
- Out-of-Bounds – being in any part of the building or grounds including bathrooms, parking lot, classroom, or offices unless specifically scheduled to be there or unless he/she has received permission from an appropriate authority. If a student is in an area of the building without permission, other than classroom, it is grounds for removal from the School
- Food and Beverage – Students may not have food or beverages in unauthorized areas, including but not limited to classrooms, testing labs, and restrooms
- Non-completion of assigned activities – failure to finish academic work
- Failure to provide name or identification to School personnel – refusal to provide Promise Academy personnel with his/her name identification, or other necessary information including, but not limited to current phone number, address, etc.
- Theft – taking the property of another without right or permission
- Fighting or violence – participating in physical contact and/or verbal abuse with one or more students or personnel
- Vandalism – purposeful destruction of school or student property
- Gang Activities – participating in gang activities
- False fire and/or bomb alarm – willful intent to cause panic by submitting false information
- Arson or attempted arson – setting fire or attempting to set fire to any School or building property
- Use/possession/concealment/sale/transmission of any drug, alcoholic beverage, or other illegal, or controlled substance including counterfeit or look-alike substances
- Use/possession/concealment/sale/transmission of any dangerous or illegal instruments including but not limited to weapons, fireworks, etc. including counterfeit or look-alike instruments

- Wrongful conduct – actions that impede, obstruct, interfere with or violate Promise Academy’s mission, philosophy, and regulations.
- Destruction and or intentional harm to person or property
- Sexual harassment, misconduct, and or improper language or inappropriate touching or sexting
- Disrespect of the rights of others or other’s property – willful destruction or rudeness towards others (School personnel, students, visitors, guests)
- Conduct which endangers themselves or others – any form of physical contact that jeopardizes others including but not limited to horseplay and throwing objects.
- Harassment, Intimidation, or Bullying behavior whether in the classroom, on School property, to and from school, or at School- sponsored events, is expressly forbidden. Please refer to the School’s Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy
- Violation of any Board approved policy
- Any other behaviors that the Principal deems in his or her sole discretion, impede, obstruct, interfere or violate the mission or philosophy of the School or cause a disruption to the educational environment or as an offense which may result in corrective action
- Any other behavior that the Principal deems in his or her sole discretion as endangering the health and/or safety of fellow students, staff or guests of the School

B. Dress Code

General Guidelines:

- 1) Each student must maintain a neat, clean, professional appearance at all times.
 - a. Students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home and be subject to disciplinary actions.
- 2) All students are encouraged to wear Promise Academy shirts or other Promise Academy approved attire.
- 3) Any clothing, jewelry or accessories with decorations, patches, lettering, advertisements, etc., that may be considered obscene or offensive are not to be worn to school. This includes any clothing, jewelry, accessories that may be used as weapons, accessories having drug, sexual emblems, tobacco or alcoholic beverage references or designs.
- 4) Any clothing, accessories, symbols, jewelry, or other paraphernalia, which depicts or suggests association with a gang, or secret society, shall not be brought to School, worn at School, or in any way be present at any School-sponsored event.
- 5) Form-fitting garments such as spandex may only be worn with another layer of clothing, which meets the dress code.
- 6) Shirts and Blouses:
 - a. Crop tops, tube tops, halters and spaghetti straps are unacceptable (anything less than 2 inches is considered a spaghetti strap.), no undergarments should show. The

- display of cleavage is unacceptable. Low cut blouses, tops, sweaters, etc. with plunging necklines are not allowed.
- b. Transparent and/or see-through material is considered unacceptable. Shirts/tops must touch the waist of pants/shirts at all times (i.e., when in movement, when arms are extended or raised, and when in seated positions, etc.)
 - c. A men's shirt should cover the entire crown of the shoulder.
- 7) Dresses, Shirts, or Skirts:
- a. The length of a skirt/dress must be to the longest fingertips when the student's hand is fully extended down the side of the student's leg.
- 8) Pants:
- a. Intentionally torn or cut/slashed pants that are considered indecent exposure are inappropriate. Manufactured boot-cut slits are acceptable. The items such as denim jeans, khaki pants, cargo pants, corduroy pants, and dress pants are acceptable.
 - b. Pants are to be worn at the waist with a belt (no undergarments should show) and may not be oversized or undersized.
- 9) The Principal or other administrator may make exceptions to the dress code based on physical disability or other conditions.

All Students that attend Promise Academy must adhere to the dress code policy as stated. Students not conforming to the dress code may not be admitted to class and may be deemed absent.

C. Attendance Policy

All students must maintain regular and consistent in-seat attendance while enrolled at Promise Academy. **Students at Promise Academy are expected to attend daily and be on time.** Students with excessive unexcused absences will be provided support through an absence intervention team.

Promise Academy believes student and teacher interaction is critical to the success of each student. Students are expected to attend school everyday school is in session. During a five (5) day school week, students are expected to physically attend at least twenty-seven and a half (27.5) hours per week. All students are expected to sign in upon arrival to Promise Academy. In accordance with the school attendance policy students not in attendance will be marked absent for the day.

Morning Tutoring Tuesday, Wednesday, Thursday and Friday	8:00 AM	9:00 AM
Classes	9:00 AM	11:30 AM
Lunch	11:30 AM	12:00 PM
Classes	12:00 PM	3:00 PM
Afternoon Tutoring Monday, Tuesday, Thursday and Friday	3:00 PM	4:00 PM

The student's parent shall provide the School with a current address, email and a telephone number at which the student's parents can receive notice that the student is absent from school.

If the student needs to miss school, the student (if student is over 18) or parent/guardian must call the School on the day of the absence. Excessive absences, whether excused or unexcused, interfere with the student's progress in mastering knowledge and skills necessary to graduate from high school.

Excused Absences

Excused absences require verification, if any, as deemed appropriate by the Principal or their designee. Where appropriate, the School may require written documentation. An excused absence will be granted if the student is not in school for the following reasons:

- a. Medical or dental appointment
- b. Under a doctor's care
- c. Scheduled road test for a driver's license
- d. Employment (which cannot be conducted outside of school hours)
- e. Death of an immediate family member
- f. Personal Illness
- g. Court appearance
- h. Appointments that cannot be scheduled outside of school hours (case workers, probation officer, signing a lease)
- i. Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
- j. Absences due to a student being homeless.
- k. Other absences as deemed appropriate by the Principal to constitute good and sufficient cause for absence from school.

Any prolonged absence due to illness or other permissible documented reason will be excused with documentation, such as a doctor's note or verification from the court. Be aware that these absences will still count against a student's average attendance percentage and can result in a referral to the absence intervention team.

Unexcused Absences

Unexcused absences include the following:

- a. Any absence for which the School has not been provided with adequate verification in the timeframe and manner as deemed satisfactory by the Principal or their designee.
- b. Leaving school early without proper authorization

Any student whose unexcused absences exceed seventy-two (72) consecutive hours will be automatically withdrawn from school. Students may be permitted to re-enroll in the School after attending a scheduled meeting with the Principal or Director of School Culture.

D. Truancy/Excessive Absence

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year. Regarding "habitual" truants, the School will establish an absence

intervention team which will develop an absence intervention plan for the student. If the student fails to follow the plan, the School may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant”.

If a student is a truant and the parent has failed to cause the student’s attendance, the School may require the parent to attend an educational program for the purpose of encouraging parental involvement in compelling the attendance of the child at the School.

In the event a student of compulsory school age is absent, with a nonmedical excuse or without legitimate excuse, for 38 or more hours in one school month, or 65 or more hours in a school year, the attendance officer or designee shall notify the child's parent guardian, or custodian of the child's absences, in writing, within 7 days after the date after the absence that triggered the notice requirement. The School may refer the student and family to community resources as appropriate.

E. Suspension & Expulsion Procedures

Rules of out-of-school suspension and expulsion follow due process requirements as mandated by the laws of the State of Ohio.

Suspension

Out-of-school suspension is removal of a student from school for a period of one to ten days. While students are suspended from school, they shall be afforded the opportunity to complete all their classwork assignments. During suspension, students are not permitted to participate in extracurricular activities or be on any School property.

The Principal or Principal designee may suspend a student. Prior to suspending a student, the Principal or Principal designee must do both of the following:

1. Give written notice of the intention to suspend and the reasons for the intended suspension to the student. If the proposed suspension is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice must contain a statement that the School may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation; and
2. Provide the student an opportunity to appear at an informal hearing before the Principal or Principal designee and challenge the reasons for the intended suspension or otherwise explain. The hearing can happen immediately and can happen anywhere - the hall, office, classroom, etc.

Within one school day after the time of the student’s suspension, the Principal or Principal Designee shall also provide written notice of suspension to the parent/guardian of the student and the treasurer of the Board. The notice shall contain:

1. The reasons for the suspension;

2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board of Directors or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the suspension;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the suspension. If the student or parent/guardian wishes to appeal the suspension, the request must be submitted, in writing, to the Principal within five (5) school days of the written notice of suspension. The Principal shall immediately forward this written appeal to the Board and Board's appeal hearing designee.

If there are fewer than ten school days remaining, the out-of-school suspension may not be applied to the following school year, but the superintendent may require the student to participate in a community service program or other alternative consequences for a number of hours equal to the remaining period of the suspension.

Expulsion

Except as specifically provided for by statute, the superintendent may expel a student for a period not to exceed the greater of 80 school days or the number of days remaining in the semester or term in which the offense leading to expulsion took place. Students expelled from the school are not permitted to participate in extracurricular activities or be on any school property. Expulsions may extend into the following school year.

Only the superintendent may expel a student. No student shall be expelled unless prior to the expulsion, the superintendent does both of the following:

1. The superintendent shall give the student and parent, guardian or custodian written notice of the intention to expel the student and the reasons for the intended expulsion. The notice shall include the reasons for the intended expulsion, notification of the right of the student, parent, guardian, custodian or their representative to appear before the superintendent or his/her designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and the notification of the time and place to appear. The time to appear shall not be sooner than three (3) nor later than five (5) school days after the notice has been given unless the superintendent grants an extension of time at the request of the student, his/her guardian, custodian, or representative. If an extension of time is granted, the superintendent shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear. If the proposed expulsion is based on a violation listed in Ohio Revised Code Section 3313.662(A) and the student is sixteen years of age or older, the notice

must contain a statement that the superintendent may seek to permanently exclude the student if the student is convicted of or adjudicated a delinquent child for that violation.

2. Provide the student and parent, guardian, or custodian an opportunity to appear in person before the superintendent or his/her designee to challenge the reason for the intended expulsion or otherwise to explain the student's actions.

Within one school day after the time of the student's expulsion, the superintendent shall also provide written notice of expulsion to the parent/guardian of the student and the treasurer of the Board. The notice shall contain:

1. The reasons for the expulsion;
2. Notice of the right of the student, or student's parent/guardian/custodian to appeal to the Board or the Board's designee;
3. Notice that the student/parent/guardian/custodian has the right to be represented in all appeal proceedings;
4. Notice of the right to be granted an appeal hearing before the Board or the Board's designee to be heard against the expulsion;
5. Notice of the right to request that the hearing be held in executive session;
6. Notice that the School may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662(A) that was committed when the student was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation and that the expulsion may be extended if a juvenile court or criminal proceeding regarding such violation is pending at the time the expulsion terminates; and
7. The date and manner by a student or parent/guardian/custodian may notify the Board of their intent to appeal the expulsion. If the student or parent/guardian wishes to appeal the expulsion, the request must be submitted, in writing, to the Principal within fourteen (14) calendar days of the written notice of expulsion. The Principal shall immediately forward this written appeal to the Board and Board's appeal hearing designee.

If the superintendent expels a student for more than twenty school days or for any period of time if the expulsion will extend into the following semester or school year the notice shall provide the student and the student's parent, guardian, or custodian with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident that gave rise to the student's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

An expelled student will be provided with a date for re-entry and the date for the re-entry conference. The expelled student, and parent or guardian of the student must be present in the re-entry conference. The student and parent or guardian of any student will be notified in the event that the student fails to attend the re-entry conference.

Expulsion proceedings will be pursued against a student who has committed an act warranting expulsion even if the student has withdrawn from School for any reason after the incident giving rise to the hearing, but before the hearing or decision to expel. If after the hearing, the student would have

been expelled for a period of time had the student remained in School, the expulsion will be for the same length of time as on a student who has not withdrawn from School.

Weapons Expulsion

A student **must** be expelled for one year for:

Bringing a firearm to the School or onto School Property (any Property owned, used, or leased by the School for school, School extra-curricular activities or School related events).

A student **may** be expelled for one year for:

- Bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is not located at the School or on School Property.
- Possessing a firearm at School, on School Property, or at an interscholastic competition, an extracurricular event or any other School program or activity which firearm was initially brought onto the property by another person.
- Bringing a knife capable of causing serious bodily injury to School, onto School Property, an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant.
- Possession of a knife capable of causing serious bodily injury at School, on School Property, or at an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or which the School is a participant which knife capable of causing serious bodily injury was initially brought onto the property by another person.
- Committing an act while at School, on School Property, at an interscholastic competition, an extracurricular event, or any other School program or activity that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property.
- Making a bomb threat to a School building or to any premises at which a School activity is occurring at the time of the threat.

Firearm has the same meaning as provided pursuant to the "Gun Free Schools Act of 1994". At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expect a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it.

Knife is defined as cutting instrument consisting of a sharp blade or edge, not to include scissors, wire cutters, or other similar tools determined by Principal(s) to be necessary in the School setting at a particular building or grade level, if used only for the necessary purpose.

The specific circumstances under which the superintendent may, in his/her discretion, reduce a one year expulsion may include: the student was unaware that he/she brought or was in possession of a firearm or knife capable of causing serious bodily injury; the student legitimately did not understand that the item he/she brought or possessed was a firearm or knife capable of causing serious bodily injury; a recommendation from qualified individuals concerning circumstances that justifiably mitigate the student's culpability.

Permanent Exclusion

A student may be permanently excluded from School if the student is convicted of, or adjudicated a delinquent child for, committing, when the student was sixteen years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following:

- (1) A violation of section 2923.122 of the Revised Code;
- (2) A violation of section 2923.12 of the Revised Code, of a substantially similar municipal ordinance, or of section 2925.03 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district;
- (3) A violation of section 2925.11 of the Revised Code, other than a violation of that section that would be a minor drug possession offense, that was committed on property owned or controlled by, or at an activity held under the auspices of, the board of education of a city, local, exempted village, or joint vocational school district;
- (4) A violation of section 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, or 2907.05 or of former section 2907.12 of the Revised Code that was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district, if the victim at the time of the commission of the act was an employee of that board of education;
- (5) Complicity in any violation described in (1), (2), (3), or (4) above that was alleged to have been committed in the manner described in (1), (2), (3), or (4) above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of, a board of education of a city, local, exempted village, or joint vocational school district.

Disabilities Compliance

The School will comply with all laws and regulations presented in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Education Improvement Act of 2004. Discipline procedures for students having a disability, will follow the procedures outlined in the Individuals with Disabilities Education Improvement Act of 2004 or such successor or replacement law.

F. Emergency Removal

Per the Ohio Revised Code, the Principal may perform an emergency removal of a student from curricular or extra-curricular activities or from the grounds of the School if the student's presence poses a threat and/or danger to any person or property, or if the student's presence poses an on-going disruption to the educational process. This removal may be done without immediate notice or hearing.

Any student so removed will be given written notice and provided a hearing within one (1) school days after the removal as defined in the Suspension section of this Handbook. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the Expulsion section of this Handbook.

G. Withdrawal Policies and Procedures

Mandatory Withdrawals –72 Consecutive Hours

Per Ohio law, students must be withdrawn if they are absent for 72 consecutive hours and have not provided the School with documentation of approved excused absences.

Voluntary Withdrawals

If a parent wishes to withdraw his/her student or an adult student wishes to withdraw from Promise Academy, he/she must complete and sign a withdrawal form and the Parent/Guardian is required to tell the School what new school the student will be attending. This signed form gives official notice of the child's withdrawal.

H. Parent & Student Surveys

Parents and students are asked to complete a Parent & Student Satisfaction Survey as well as any other School surveys deemed appropriate by the School's Principal or Director of School Culture.

In addition, upon Graduation, students will be asked to complete a survey regarding their future plans.

III. Academics

A. The Curriculum

The curriculum is teacher directed and based on Ohio's learning standards. Students complete both online coursework and teacher directed activities on site each week. Promise Academy believes that combination of academics, life skills preparation and post-secondary skills instruction will adequately prepare each student to reach his or her goals after graduation. Each student works on a personalized

learning plan consisting of a combination of teacher directed lessons, online coursework, small group instruction, soft-skills development, employability skills, and college and career readiness.

Students receive a personalized learning plan and post-secondary plan (based upon their academic needs and post-secondary/employment plans. The Director of School Culture will work with each student to assist with post-secondary goal setting.

B. Grading

Each student is required to complete teacher directed standards-based lessons and weekly academic activities on the computer. In addition, workbooks, newspapers, magazines and resource materials are available for student use while completing off-line assignments. A student’s level of mastery or competency on each standard will be determined by their teacher, Principal, and/or Director of School Culture.

Assignment grades and scores shall be calculated using ordinary academic standards of substance and relevance, including any legitimate pedagogical concerns, and shall not penalize or reward a student based on the religious content of a student's work.

C. Progress Reports

Progress is reported to each student every six (6) weeks and are distributed in October, November, January, February, April, and June. Progress Reports can be requested by parents or guardians at any time. Students and parents are encouraged to meet with their teachers and/or School leadership to review their academic progress.

D. Grade Levels

At this School, the following requirements are in place for students to be promoted to the next grade level:

Promotion to 10th grade:

6 credits total

Promotion to 11th grade:

11 credits total

Promotion to 12th grade:

Student will be promoted to 12th grade when they complete one of the following:

- have earned 17 credits and earned the required 18 points or more on the Ohio State Tests
- OR**
- have earned 17 credits and completed an alternative pathway for their cohort year.

State law requires the School to prohibit the promotion of a student to the next grade level if the student has been truant for more than ten percent of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's Principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

E. Conferences/Open House

Conferences are strongly encouraged throughout the year. Parents/legal guardians may be contacted to meet with their mentor teacher and the student at least twice a year. The School encourages parents to request a conference at any time. Particularly during the development of Personalized Learning Plan.

Transferring Credits

Student credits from former high schools do transfer to Promise Academy. A "Request for Records" will be sent to the student's school. If a student has an official transcript, it is recommended that he/she attach it to the initial application or submit it to the main office.

Note: An official transcript has either an official seal or signature, or has been received directly from the previous school via fax or email to the Student Records Coordinator. Promise Academy *must* have an official transcript in order to graduate a student.

F. College Credit Plus

College Credit Plus is available for interested students. More information can be obtained through your Promise Academy Principal or Director of School Culture. The School does not award high school credit for post-secondary courses any portion of which were taken during a period of expulsion imposed by the School.

G. Graduation Requirements

Ohio's core graduation requirements include twenty units that are designed to prepare students for the workforce and college. The units must be distributed as set forth in the chart below. However, students enrolled in a dropout prevention and recovery program that has received a waiver from the Ohio Department of Education may qualify for high school graduation by successfully completing a competency-based instructional program administered by the School in lieu of the core graduation requirements if the student's parent, guardian, or custodian sign the following written statement asserting the parent's guardian's or custodian's consent to the student graduating without completing

the core graduation requirements and acknowledging that one consequence of not completing the core graduation requirements is ineligibility to enroll in most state universities in Ohio without further coursework.

English Language Arts	4 Units
Health	½ Unit
Mathematics	4 Units*
Physical Education	½ Unit
Science	3 Units**
History & Government	1 Unit***
Social Studies	2 Units****
Electives	5 Units*****

*including 1 Unit of algebra II (or its equivalent) or 1 Unit of advanced computer science or approved career-based pathway. Students choosing to take advanced computer science in lieu of algebra II understand that some institutions of higher education may require algebra II for purposes of college admission and the parent, guardian or legal custodian of such students must sign a statement acknowledging that not taking algebra II may have an adverse effect on college admission decisions.

**including inquiry-based laboratory experience, including the following or their equivalent: physical sciences, one unit; life sciences, one unit; advanced study in one or more of the following sciences, one unit: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science; computer science.

***including the following: American history, one-half unit; American government, one-half unit.

**** the study of economics and financial literacy must be integrated into social studies credits or the content of another course. Beginning with students who enter ninth grade for the first time on or after July 1, 2017, the two units of social studies instruction shall include at least one-half unit of instruction in the study of world history and civilizations.

***** consisting of one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology which may include computer science, agricultural education, a junior reserve officer training corps (JROTC) program, or English language arts, mathematics, science, or social studies courses not otherwise required for graduation.

The requirements for graduation prescribed above are the standard expectation for all students entering ninth grade for the first time on or after July 1, 2010. A student may satisfy these expectations through a variety of methods, including, but not limited to, integrated, applied, career-technical, and traditional coursework.

Graduation requirements vary depending on the year the student entered ninth grade for the first time and they are subject to additional legislative changes. For specific information related to graduation requirements students and parents should contact the School office. Students must complete all required coursework designated by ODE to reach graduation. Students may elect alternative options such as Curriculum Choice or use an Alternative Pathway to Graduation, where appropriate, and when included

in a personalized learning plan. Students who are not making progress on a daily basis will be referred to the intervention assistance team to determine if changes to the learning plan are needed.

Prior to graduation the School reviews the student's Personalized Learning Plan and Personalized Graduation Plan to verify all credits earned before the student is deemed ready for graduation.

Academic Credits Required:

In order to graduate, a student must satisfy all of the following requirements:

1. Achieve all the academic credits required by the state of Ohio:
<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>
2. Pass all required state assessments - generally either the Ohio Graduation Tests, Ohio End of Course Tests, Industry Credentialing exams including Work keys, and/or receive a non-remediation score on the ACT, depending upon your graduating class.
3. Fulfill the student's Promise Academy Personalized Graduation Plan
*These requirements are subject to change if the State of Ohio changes the graduation requirements. Students should consult with the School to learn of future changes.

The School follows Ohio's Core graduation requirements, however, depending on when they first entered high school, some students may opt-out of the Ohio Core by following the State of Ohio's Opt-Out Provision. The student (and parent, if student is under 18) must sign a form indicating the student (and parent, if student is under 18) understands that opting out requires the student to attend a junior college or community college for at least one semester prior to attending most 4-year state colleges and attend required career counseling provided by the School.

H. Credit Flexibility Plan Option

Promise Academy offers the Credit Flexibility Program (CFP) to all students. However, the following prerequisites for participation apply:

- Students who enroll with less than four (4) academic core credits may participate in the CFP only after completing two full core academic credits at Promise Academy.
- All other newly enrolled students may participate in the CFP upon completion of one full core academic credit.
- Currently enrolled students may participate in the CFP at any time.

The School will permit CFP in accordance with Ohio law, as amended. For information on how to initiate a CFP, and CFP requirements including the appeals process if a CFP is denied, contact the School Principal.

IV. School Facilities

A. Hours of Operation

Promise Academy opens at 8:00 a.m. and closes at 4:00 p.m. Monday – Friday. If you need to contact the School after hours, voicemail is available.

B. Tobacco Free School

The law prohibits using tobacco (including vaporizers, e-cigarettes, and look-alike products and substances) in the building or on the grounds of Promise Academy.

C. Parking

If the student drives, he/she may park in the Shaia’s parking lot if space is available. The School will supply a parking ticket. Contact the Principal or their designee for parking information

D. Transportation

Students who reside within the Cleveland Municipal School District will be provided with either a “two-trip” bus ticket or a “swipe card” which will allow them to ride the RTA bus system. All other students in good standing will be provided with a bus pass to and from School, as the School budget allows. For “good standing” requirements and bus pass availability, contact the School’s office.

E. Visitors

Promise Academy is a closed-campus School. The students remain in the School during their academic session. If an emergency arises the student will sign out and if need be, the party picking up the student will also sign with information as required by the School. All students must and will be accounted for while on campus.

Parents, graduates and other visitors are always welcome with advanced notice and approval of Promise Academy office except in the case of an emergency. No children are permitted in the classroom at any time. If children, or potential students, would like to visit the School, an appointment for a tour must be scheduled with the main office.

All visitors are required to report to the School office prior to their visit and may be escorted while in the building. All visitors must sign in upon arrival and sign out before leaving the building and must wear a visitor’s pass while in the building.

Visitors must pre-arrange any meetings or visits with teachers, the Principal, or the Director of School Culture prior to entering the building. Visits should be limited to 1/2 hour unless other arrangements have been made for an extended period of time.

Visitors that cause a disruption of the educational environment or present a risk to the safety or well-being of the School's students and/or staff may be excluded from the School facility at the discretion of the Principal.

When parents are visiting, they are asked not to attempt a parent teacher conference while students are in the classroom.

The School reserves the right to deny access to anyone, including parents, to the School facility and grounds at any time in the Principal's sole discretion.

F. Emergency Phone Calls

Students may give the School's phone number to relatives for emergency purposes only. The main office will take a message and forward it to a student as soon as possible. Students must receive approval from School personnel to make phone calls from the main office.

Students are not permitted to use Promise Academy phones without approval from School personnel.

G. School Closure Policy

Should it be necessary to close Promise Academy due to weather or other unforeseen emergencies, information will be given over radio and television stations and through the School's all call system. Students and parents are asked not to call the School.

H. Pesticide Notice

In accordance with Ohio law, parents and guardians of minor children, adult students, faculty and staff who are enrolled or employed at the School may request and receive prior notifications of the applications of pesticides which are scheduled for a time when school is in session. All such requests shall include the requesting party's email address and/or telephone number and shall be submitted to the School Office.

I. Volunteers

The protection and well-being of students enrolled in the School is paramount. To that end, a background check may be required for volunteers depending upon their level of contact with students. Volunteers who have no disqualifying events will then be added to our list of volunteers.

J. Cell Phones and Electronic Devices

Students are permitted to have cell phones with them during School hours. Cell Phones should be on silent mode and out of sight. If a student needs to make a phone call, they may ask permission from the classroom teacher. If the phone vibrates (rings) during class, the student must ask permission of the classroom teacher to take the call. All cell phone call must be taken in the designated areas and should

not last longer than 5 minutes. No electronic devices should be used without permission of the classroom teacher.

Students violating this policy may be subject to disciplinary action including confiscation of cell phones (and electronic devices). Confiscated devices will remain in the School office until a parent (or student if over 18) retrieves the device.

V. Safety

A. Safer Ohio Tip Line

In order to provide parents, students or members of the public a means to anonymously report instances that might alter the overall safety of the School, the School has partnered with SaferOH. This tip line is available 24-hours a day, and anyone who has reason to believe that the safety of the School is compromised in any way may anonymously call or text to report any pertinent information to 844-SaferOH (844-723-3764).

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other School safety related concerns.

B. Fire Alarm

When the fire bell rings, exit the building through the nearest exit in an orderly fashion according to instructions given by the attending adults. Instructions are also posted throughout the building in accordance with fire department guidelines.

C. Reporting Injuries

If a student is injured at Promise Academy he/she must immediately report the injury to School personnel. The main office will complete a copy of the injury report.

D. Harassment, Intimidation, Bullying

As more fully set forth in the School's policy on Harassment, Intimidation and Bullying attached as Appendix 1 to this Handbook, Harassment, Intimidation, or Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include counseling, suspension, or expulsion from School. The School's commitment to address Harassment, Intimidation, and Bullying, however, involves a multi-faceted approach, which includes education and the promotion of a School atmosphere in which this behavior will not be tolerated by students, faculty or School personnel.

It is imperative that Harassment, Intimidation, and Bullying be identified only when the specific elements of the definition are met, because the designation of conduct of such behavior carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as Harassment, Intimidation, or Bullying will result in appropriate disciplinary consequences for the perpetrator.

E. Prohibited Gang Activity

Students are prohibited from engaging in gang activities while at School, on School property, to or from School, or at a School related function or event, and on the Internet to the extent that School students and/or personnel are the subject of gang activity. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from School.

The term "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the endorsement of, or participation in, one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engaged in a pattern of criminal gang activity.

The term "gang activity" is defined as any conduct engaged in by a student:

- On behalf of a gang;
- To perpetrate the existence of a gang;
- To effect the common purpose and design of any gang; or
- To represent a gang affiliation, loyalty or membership in any way while on School grounds or while attending a school function.

These activities may include things such as recruiting students for membership in a gang and threatening or intimidating other students or staff against his/her/their own will to promote the common purpose and design of any gang.

F. Drug-Free School

In accordance with federal law, Promise Academy prohibits the use, possession, concealment or distribution of drugs by students on School grounds, in the School building, on School property, or at School sponsored events to ensure a Drug Free School. Drugs include alcoholic beverages, steroids, dangerous controlled substances as defined by Ohio law, or any substance that could be considered a “look-alike.” Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion from Promise Academy.

G. Weapon-Free School

Promise Academy is a weapons-free School. No student, at any time, for any reason, will knowingly possess, handle, transmit, or use any object, which can be reasonably considered a weapon, including a “look-alike” in or on property of Promise Academy or at any Promise Academy sponsored event held away from School grounds. Any student who violates this Policy will be subject to disciplinary action, up to and including expulsion, from Promise Academy.

H. Lost and Found

Any personal items that have been left at Promise Academy will be taken to the main office. If students find personal items that belong to others, they should turn the items into the main office as soon as possible. Promise Academy is not responsible for lost money, jewelry, or other personal items.

I. Reasonable Suspicion and Preventative Searches

The School may conduct a search of a student, student property (including but not limited to backpacks, purses and automobile vehicles), and unattended belongings in the event there is reasonable suspicion for the search. "Reasonable suspicion for a search" means grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student/visitor:

- A. has violated or is violating a School rule or policy;
- B. has violated or is violating the law; or
- C. possesses an item or substance which presents an immediate danger of physical harm or illness to students, staff, School Attendees or School property.

The School may conduct preventative searches, which subject students/visitors to scrutiny without suspicion that a particular student/visitor has violated a law or School rule. The primary purpose of preventative searches is to locate any firearm(s), weapon(s) and/or contraband in order to provide a safe School environment for School Attendees. Preventative searches will be conducted in the least intrusive manner possible so that individuals’ rights are balanced with the requirements of this policy. Searches may be conducted using hand-held or walk-through metal detectors which may be utilized randomly or at designated locations at the School or at School activities or events. Random searches will use neutral and even-handed criteria for determining individuals subject to the search. In the event that a preventative search results in reasonable suspicion that the individual being searched is

violating the law or School rules the search may be expanded or a more intrusive search may be warranted.

J. Video Surveillance

The School is authorized to utilize video surveillance/electronic monitoring systems on School property, and in School buildings and School transportation. For more information contact the School Principal regarding the Video Surveillance and Electronic Monitoring Policy.

K. School Property Searches

Desks, computers, and other items provided to students for their use remain the property of Promise Academy. Students, by law, have no expectation of privacy in any storage area or other School property assigned to them. No student shall lock or otherwise impede access to any storage area. Unapproved locks will be removed and destroyed with no compensation therefore owed to student.

Upon authorization of the Principal, School property may be searched at any time for any reason. The School may, with reasonable suspicion, call upon the assistance of the local police authorities to conduct a search of backpacks and other personal property of the student.

L. Medication Administration

Students needing medication are encouraged to receive such medication at home. The School will not administer any prescription medication except as may be required by federal law.

Per the Ohio Revised Code students are permitted to possess and use a metered dose or dry powder asthma inhaler to alleviate or prevent asthmatic symptoms. In addition, students are permitted to carry and use an epinephrine injector to treat anaphylaxis (an intense allergic reaction) aka Epi-Pen. Written approval must be obtained from the Student's physician, and, if the Student is a minor, from the Student's Parent.

The Physician's written approval must include the following information:

- The name and address of the Student;
- The School in which the Student is enrolled;
- The name and dose of the medication contained in the inhaler or auto injector;
- The circumstances in which the auto injector should be used;
- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- Acknowledgement that the prescriber has determined that the Student is capable of possessing and using the auto injector appropriately and has provided the Student with training in the proper use of the auto injector;
- Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency as well as one

or more phone numbers at which the Parent, Guardian or other person having care or charge of the Student can be reached in an emergency;

- Special instructions for administration of the drug by the Student;
- Written instructions outlining procedures school employees should follow in the event the Student is unable to administer the medication or the medication does not provide adequate relief;
- A list of adverse reactions that may occur to a child for whom the medication was not intended who uses the medication; and
- And any other special instructions.

The School must have the above stated documentation provided by the physician and Parent or guardian if the Student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector. The parent, guardian or other person having care or charge of the student must submit a revised statement signed by the prescriber if any of the information originally provided to the school changes.

The School has adopted a separate policy regarding the care of diabetic students. If a student is diabetic the student/Parent should notify the School Principal

M. Food Allergy Action Plan

If a student has or develops a serious food allergy, the student and/or his/her parent must complete a Food Allergy Action Plan. For information on the Food Allergy Action Plan, contact the Principal or School office.

VI Confidentiality of Records

At Promise Academy we take student records and their confidentiality very seriously and have a policy of not disclosing any student records to anyone outside of the School except in strict accordance with state and federal law. Records of students are only released to another school upon request from that school or from a signed release by the parent/guardian or as otherwise required by law.

Audio-Visual Information

Promise Academy recognizes the value of audio-visual and other types of electronic communication in providing our students with an effective education. In communicating our School-related activities, opportunities exist to photograph and/or videotape students and their work in a variety of activities. However, individual student records (academic, behavioral) will not be disclosed. Communications may include Promise Academy newsletters, local newspapers, community access cable channel, School-sponsored web pages, marketing materials and other publications. Highlighting the achievements and celebrating student successes in our School is an integral part of the reporting responsibility to the community.

However, we will respect your wish for privacy in this area. Please call the School should you have any questions or concerns. You may also notify the School in writing if you prefer that we do not use your student's name, picture and/or work product for presentations or other uses.

Release of Student Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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. If copies are requested, the School may charge the requesting party reasonable copying costs. Parents/Guardians and Students possess the right to request and receive from the School the following: (1) an explanation of information in the student's education records; (2) a copy of all or part of the student's education record; and (3) a list of the types and locations of the student's education records collected, maintained, or utilized by the School.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. 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, contracted, or volunteering at the School in an administrative, supervisory, academic or support staff position, including but not limited to, school employees (whether employed directly by the Board or by a third party on behalf of the Board); a member of the school law enforcement unit; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); a person serving on the Board. A School official has a "legitimate educational interest" in an education record when the official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the official is performing a task that is specified in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, assisting with the college application procedure; any other purpose that the Board deems necessary as related to a student's education. Upon request, the School discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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**

5. The school intends to forward any and all education records to another school or postsecondary institution at which the students seeks or intends to enroll, upon the condition that the student's parents be notified of the transfer, receive a copy if so desired, and have an opportunity for a hearing to challenge the content of the record.

Student Directory Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records and it is the School's policy not to release student records without the consent of the parent or guardian or as otherwise required by law. However, if the School designates information as directory information, FERPA allows the release of student directory information unless the student's parent(s)/guardian(s) inform the School in writing not to release such information. The School has designated student names as Directory Information and may include such information in School publications, recognition lists, programs or student directories or give such information to third parties without parental consent or as otherwise required by law (such as military recruiters, etc.). The School will release Directory Information to any member of the public who requests it, unless a parent, guardian, or adult student request in writing to be removed.

Access by Military Recruiters/Institutions of Higher Education

Two federal laws require the School to provide military recruiters, upon request, with student names, addresses, telephone listings, and electronic mail addresses (if those electronic mail addresses are provided to the student by the School), unless parents have advised the School that they do not want their student's information disclosed without their prior written consent. Similarly, state law requires the School to provide military recruiters, upon request, with the names and addresses of students in grades ten through twelve, unless parents have advised the School that they do not want such information disclosed.

Non-Custodial Parent Records Access and Release

Promise Academy will only give access to or release records to parents who have a legal right to the records of their child. If a parent has ever been to court for custody, those court documents must be on file with the School. Both custodial and non-custodial parents have equal access to the following unless there is a court order to the contrary:

- Cumulative file (including the Enrollment file, Academic file, Vocational file, Title One file, and Graduation file);
- Health records
- Psychological records;
- Parent conferences and lab observations.

Only the custodial parent can have access to Due Process where the child is classified as being handicapped and only the custodial parent can make decisions about the child.

Students over the age of eighteen (18) may deny the disclosure of school records to parents or guardians.

The stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent himself/herself shows the record to the stepparent.

Promise Academy, Parent and Non-Custodial parent must act in accordance with the Board of Directors Student Records Policy when addressing student records issues.

Protection of Pupil Rights Amendment (PPRA) Notification

Description of Intent

The School follows a philosophy of continuous improvement and honest, objective data analysis. This philosophy requires well-planned and sometimes independent research efforts to determine the effectiveness of the School's programs and strategies. From time to time, the School will collect and analyze student performance data and various measures of effectiveness. In addition, families may be asked to participate in surveys or focus groups. Such research shall always be undertaken ensuring student privacy is protected and in compliance with the PPRA. For example, the names of the student, Parent/Guardian, and family members will not be revealed, and results will only be reported in the aggregate or by sub-groupings of sufficient size so that anonymity of the participants is safeguarded.

Rights Afforded by the PPRA

The PPRA affords emancipated minors and students of age eighteen (18) and older (Eligible Students) and Parent/Guardians of minors certain rights regarding the School's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These rights include the following:

- The right to provide consent before student is required to submit to a survey that concerns one or more protected areas ("Protected Information Survey") if the survey is funded, in whole or in part, by a program of the U.S. Department of Education. Protected areas include the following:
 1. political affiliations or beliefs of the student or student's parent
 2. mental or psychological problems of the student or student's family
 3. sex behavior or attitudes

4. illegal, antisocial, self-incriminating, or demeaning behavior
 5. critical appraisals of others with whom respondents have close family relationships
 6. legally recognized privileged relationships, such as with lawyers, doctors, or clergy
 7. religious practices, affiliations, or beliefs of the student or Parent/Guardian
 8. income, other than as required by law to determine program eligibility
- The right to receive notice and an opportunity to opt a student out of the following:
 1. any other Protected Information Survey, regardless of funding
 2. any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
 3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
 - The right to inspect, upon request and before administration or use, of the following:
 1. Protected Information Surveys of students
 2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 3. instructional material used as part of the educational curriculum

These rights transfer from the Parent/Guardian to the student if the student is eighteen (18) years old or is an emancipated minor under state law or by court order.

Notification Procedures

The School will work to develop and adopt policies regarding these rights in consultation with Parent/Guardian. The School will also work to make arrangements to protect student privacy in the administration of Protected Information Surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

The School will directly notify the Parent/Guardian of these policies annually in this PPRA Notice or after any substantive changes. The School will also directly notify by U.S. mail, e-mail, or other reasonably available method Parent/Guardians of students who are scheduled to participate in the specific activities or surveys described in this PPRA Notice and will provide an opportunity for the Parent/Guardian to opt students out of participation of the specific activity or survey. The School will make this notification to Parent/Guardian near the beginning of the school year if it has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, the Parent/Guardian will be provided reasonable notification of the planned activities and surveys covered by the PPRA and will be provided an opportunity to opt their students out of such activities and surveys. The Parent/Guardian will also be provided an opportunity to review any pertinent surveys. The following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any Protected Information Survey funded in whole or in part by U.S. Department of Education
- any nonemergency, invasive physical examination, or screening as described above in the Rights Afforded by the PPRA

Where a Student is scheduled to participate in these activities, the Student will be notified as described above.

Reporting a Violation

The Parent/Guardian or Student who believes their rights have been violated may file a complaint to the following:

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

VII Child Find

Promise Academy is participating in an effort to assist the State of Ohio in identifying, locating, and evaluating all children who may have disabilities that may be hindering their ability to receive FAPE (Free and Appropriate Public Education).

School districts across the state of Ohio are also participating in this effort to identify disabilities such as autism, deaf-blindness, hearing impairment, including deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, traumatic brain injury, and/or visual impairment including blindness.

We are committed to affording all children their right to a free and appropriate education, regardless of any disability a child may have. However, in order to accomplish this, we must know that a need is present.

Parents, guardians, relatives, public and private agency employees, and concerned citizens are used to help schools find any child, birth through age 21, who may have a disability and need special education and related services. If you are aware of a child who may have special needs, please notify Promise Academy's Principal or Director of School Culture.

Promise Academy will contact the parents or guardians of the child to find out if the child needs to be evaluated, and if so, will obtain consent to perform said evaluation. Free testing is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving special education and related services.

Promise Academy policies and procedures for special education are available for review. Contact the School Principal if you wish to review these procedures.

For more information on the rights of students with disabilities, please contact the Department of Educational Services and Resources, or refer to the publication, A Guide to Parent Rights in Special Education. Available at www.ode.state.oh.us.

Positive Behavior and Interventions Support

The Board has adopted a policy to guide the use of Positive Behavior Interventions and Supports (PBIS), and the limited use of restraint and seclusion at the School. It is the Board's belief that every effort should be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as PBIS shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

Restraint or seclusion shall not occur, except when there is an immediate risk of physical harm to the student or others, and shall occur only in a manner that protects the safety of all children and adults at school. Every use of restraint or seclusion shall be documented and reported in accordance with the Board adopted policy.

The PBIS prevention-oriented framework or approach applies to all students, all staff, and all settings. Research supports the conclusion that PBIS, when integrated with effective academic instruction, provides the support students need to become actively engaged in their own learning and academic success.

Child Abuse and Neglect

Because of their sustained contact with school-age children, teachers and other employees are in a position to identify abused or neglected children.

Every School official, School employee, or employee assigned to the School who knows or has reasonable cause to suspect based on facts that would cause a person in a similar position to suspect, that a student under eighteen years of age (or a mentally retarded, developmentally disabled, or physically impaired student under twenty-one (21) years of age) has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the student, shall immediately report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency. S/He shall also notify the School Principal or his/her designee.

Crisis Management

A school wide Safety/Crisis Plan has been developed and provided to school personnel for assisting and responding to various crisis/emergency situations. In the event of a manmade or natural crisis, your cooperation is needed. Staff is trained to move students to a designated evacuation site. PLEASE DO NOT CALL THE SCHOOL DIRECTLY. Calling the school may limit the availability of telephone lines needed to access emergency rescue services. Initial notification to Parents will be through local television and radio stations. Once students are secure and safe, school personnel will contact parents with sign out procedures via automatic telephone and/or text messages. Students will only be released to parents or individuals listed on their emergency contact forms.

VIII Parent's Right to Know Teacher Qualification

Promise Academy, as a Title 1 school, will annually notify parents of their right to request the following regarding their child's teacher(s):

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

IX Parent Involvement Policy

The School will provide opportunities for parents to formulate suggestions, interact and share experiences with other parents and participate appropriately in decision-making about the School's Title I plan and revisions in the parental involvement plan. In connection therewith, the School will hold an annual orientation meeting where parents will meet their child's teacher and be reassured of their right and responsibility to be involved in their child's education. The School has a Parent Involvement Policy in place, which shall be made available upon request to the School Principal.

X Complaint Procedure

A student or parent may file a written complaint that should be submitted to a teacher or the Principal or Director of School Culture. If the matter cannot be resolved informally by the Teacher and/or Principal or Director of School Culture, the steps in resolving the complaint should adhere to the Board's Complaint Policy and Procedures.

Initially, complaints should be addressed formally or informally with the School personnel in a civil respectful manner in order to be considered by School personnel. To file a complaint with the Principal or Director of School Culture, the Complaint must be in writing on a form developed by the Principal or Director of School Culture with the facts and specific outcome desired by the parent/guardian.

Complaints received directly by the Board, Sponsor or Ohio Department of Education shall be handled in accordance with the Board's Complaint Policy and Procedure.

Upon resolution of the Complaint, the Principal or Director of School Culture will issue a letter to the Complainant referred to as a "Finding." The Finding will officially inform the Complainant that his or her Complaint was either Substantiated or Unsubstantiated.

An Unsubstantiated Finding means: Compliance – (findings were unsubstantiated and the School has complied).

A Substantiated Finding means: Non-Compliance – (noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the School will respond to Complainant with a corrective action(s) plan letter within 10-15 business days)

All documentation of the Complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

XI Work Permit Policy

A critical component of Promise Academy Education Model is the employability skills training and employment of our students. Pursuant to Ohio Law, any student who is a minor, at least sixteen years old and who desires to work may do so through a validly issued Age and Schooling Certificate (work permit). The Ohio Department of Commerce, Division of Labor and Worker Safety Wage and Hour (hereinafter referred to as "Wage and Hour") has granted to Promise Academy the authority to issue and revoke such Age and Schooling Certificates for its students. For information about obtaining an Age and Schooling Certificate contact the School office.

It is important to note that the Age and Schooling Certificate issued to the student is employment and employer specific, and as such, a new Application and Age and Schooling Certificate must be submitted and procured respectively for each new different employment opportunity of the student. In addition, at the termination of any previous employment relationship, Promise Academy must secure the return of the employer's original Age and Schooling Certificate and a reason for termination which, when obtained, shall be kept in the student's file at the Promise Academy.

The right of a student to work does not come without responsibility. Vocational training and working are an integral part of Promise Academy's educational program; however, academics always come first and a student's employment should never harm his/her educational advancement. Promise Academy reserves the right to revoke the student's Age and Schooling Certificate if: the student's academic achievement falls below an acceptable level; the student does not meet the minimum attendance requirement of Promise Academy; the student violates this Handbook, Code of Conduct, or other School rules, regulations, policies and/or procedures; or the Principal or Director of School Culture believes that the employment represented by the Age and Schooling Certificate is jeopardizing the student's education.

XII Internet Safety Policy

As more fully set forth in the School's Internet Safety Policy attached as Appendix 2 to this Handbook, the use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted.

By signing the Parent/Student Contract Page at the end of the Parent/Student Handbook, the parent and student agree:

- To abide by all School policies relating to the use of technology;
- To release all School personnel from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including but not limited to, software or hardware;
- Placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages;
- Obtaining, viewing, downloading, transmitting, disseminating or otherwise gaining access to or disclosing materials the School believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since the School technology resources are intended only for educational use;
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
- Disrupting technology through abuse of the technology, including but not limited to, hardware or software;
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks;
- Interfering with others' use of technology;
- Installation of software without consent of the School;
- Allowing anyone else to use an account other than the account holder; and
- Other unlawful or inappropriate behavior.

The parent and student also acknowledge and agree that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in

appropriate disciplinary actions (including but not limited to suspension or expulsion), loss of access privileges, and/or appropriate legal action.

The parent and student must also know and further agree that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any, and all, repair costs;
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to Technology resources, the user(s) will be liable for any, and all, costs; and
- Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in any other disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.

XIII Wellness Policy

With the passing of the Child Nutrition and Women, Infants, and Children WIC Reauthorization Act of 2004 by Congress, the School recognizes the role it can play in building nutrition knowledge and skills in students to promote healthy eating and physical activity choices. This law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. Promise Academy supports student health and wellness in accordance with the Board's Wellness Policy. The passing of the Healthy, Hunger-Free Kids Act of 2010 added provisions to expand upon the previous local wellness policy requirement of the 2004 Act. The School supports student health and wellness.

XIV Non-Discrimination and Title IX/Section 504 Notice

Promise Academy does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities. The following staff members have been designated to handle inquiries regarding non-discrimination policies; and can advise you on the specific civil rights grievance procedure.

Title IX Coordinator

Heidi Rock, Principal
Promise Academy
1701 E 13th St
Cleveland, OH 44114
216-443-0500
h.rock@promise-academy.com

Section 504 Coordinator

Heidi Rock, Principal Services/Special Education
Promise Academy
1701 E 13th St
Cleveland, OH 44114

XV. Homeless Student Education

Children who meet the Federal definition of “homeless” will be provided a free and appropriate public education in the same manner as all other students of the School. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. Pursuant to the School’s Open Enrollment Policy, any homeless child in the State of Ohio is eligible to attend the School. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guidelines, or practice will be interpreted or applied in such a way as to inhibit the enrollment attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the School including:

- Transportation
- Educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocational and technical education;
- Programs for gifts and talented students; and
- School nutrition programs.

McKinney-Vento Homeless Children and Youth Program Overview

The Principal of the School shall serve as the School’s local liaison for homeless children and youth. To the extent that the School receives assistance from the Federal Program for Education for Homeless Children and Youth, it shall comply with requirements to coordinate services for homeless students with local social service agencies and programs, including those funded under the Runaway and Homeless Youth Act.

XVI. Missing Child Policy

The School shall notify a student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student within a reasonable time after the determination that the student is absent from school.

The student's parents, parent who is the residential parent and custodian, guardian, legal custodian, or any other person responsible for the student shall provide to the School a current address and telephone number at which said person or persons can receive notice that the student is absent from School.

A student, at the time of initial entry into school, shall present to the person in charge of admission an official copy of a birth certificate, or a comparable certificate or certification issued pursuant to Ohio law, and copies of those records pertaining to him/her which were maintained by the school which

he/she most recently attended.

If the student does not present copies of his/her previous school records within 24 hours of entry to the School, the Principal or his/her designee shall call the school from which the student transferred and request the information. If that district has no record on file of the student or if that district does not send the records within 14 days of the date of request the Principal shall notify the police department having jurisdiction in the area where the student resides of the possibility that the student might be a missing child.

The primary responsibility for supervision of a student resides with his/her parent(s)/guardian(s). The staff provides as much assistance as is reasonable to parents/guardians with this responsibility.

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Principal or his/her designee, including information regarding the fingerprinting program. The Principal or his/her designee's informational programs are based on assistance and materials provided by the Ohio Attorney General's Missing Children Clearinghouse

Statement Concerning State Testing

*** NOTICE ***

Promise Academy is a community school established under Chapter 3314 of the Ohio Revised Code. The School is a public school and students enrolled and attending School are required to take proficiency tests and other examinations that are prescribed by law. In addition, there may be other requirements for students at the School that are prescribed by law. Students that have been excused from the compulsory attendance laws for the purpose of home education as defined by the Ohio Administrative Code shall no longer be excused for that purpose upon their enrollment at Promise Academy. For more information about this matter, please contact the School Administration of the Ohio Department of Education.

Promise Academy

Parent/Student Handbook Contract

2021-2022

Student's Name: _____

Parent/Guardian's Name: _____
(If student is under 18 years of age)

I/We have read and understood all of the information contained in the Parent/Student Handbook. I/We agree to abide by and support Promise Academy's rules and regulations, **INCLUDING THE CODE OF CONDUCT AND ALL OTHER POLICIES**, as outlined in the Parent/Student Handbook.

We recognize that although this Parent/Student Handbook reflects the current policies of Promise Academy, it may be necessary to make changes from time to time to best serve the needs of Promise Academy and its students.

Agreed By: _____

Parent/Guardian's Signature (If student is under 18 years of age)

Date: _____

Opt-Out of Ohio Core Waiver Form

By signing below, I acknowledge that my student will not have to meet the Ohio Core graduation requirements, but will have to meet the Cliff Park High School required credits to graduate and complete employability counseling. I further acknowledge that my student may not be accepted to a state 4-year college and may have to attend a community or junior college for at least one semester prior to attending a 4-year college.

Student name Signature **Date**

Parent name Signature **Date**

This agreement will be placed into the student's file.

Appendix 1

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

**PROMISE ACADEMY
ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY
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ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

I. Introduction

It is the policy of the Board of Directors that any form of Harassment, Intimidation, or Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored events, or online via the Web, is expressly forbidden. Periodically, the School shall review the policy and consult with parents, school employees, school volunteers, students and community members regarding necessary revisions.

- A. Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.
- B. It is imperative that Harassment, Intimidation, or Bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether or not appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

II. Definition of Terms

- A. "Harassment, Intimidation or Bullying" means either of the following:
 - 1. Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student more than once and the behavior both:
 - a. Causes mental or physical harm to the other student; and
 - b. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
 - 2. Violence within a dating relationship.
- B. "Electronic Act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.
- C. In evaluating whether conduct constitutes Harassment, Intimidation or Bullying, special attention should be paid to the words chosen or the actions

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and whether the victim's reaction was reasonable or foreseeable under the circumstances, and the perpetrator's motivation, either admitted or appropriately inferred.

- D. A School-Sponsored Event shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or organized by the School or on behalf of the School.

III. Types of Conduct

- A. Harassment, Intimidation or Bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
1. Physical violence and/or attacks;
 2. Threats, taunts and intimidation through words and/or gestures;
 3. Extortion, damage or stealing of money and/or possessions;
 4. Exclusion from the peer group or spreading rumors; and
 5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:
 - (a) Posting slurs on Web sites where students congregate or on Web logs (personal online journals or diaries);
 - (b) Sending abusive or threatening instant messages or email;
 - (c) Using camera phones to take embarrassing photographs of students and posting them online or sending them to third parties; and,
 - (d) Using Web sites to circulate gossip and rumors to other students; and
 - (e) Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

IV. Publication of Policy

A. Publication of the prohibition against Harassment, Intimidation and Bullying and related procedures.

1. The prohibition against Harassment, Intimidation or Bullying shall be publicized in any student handbooks and in any of the publications that set forth the comprehensive rules, procedures and standards of conduct for schools and students in the School. In addition, information regarding the policy shall be incorporated into employee training materials.

V. Complaints

A. Written Complaints

1. Students and/or their parents or guardians may file reports regarding suspected Harassment, Intimidation or Bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected Harassment, Intimidation and/or Bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

B. Verbal Complaints

1. Students, parents or guardians and school personnel may make verbal complaints of conduct that they consider to be Harassment, Intimidation and/or Bullying by verbal report to a teacher, school administrator, or other school personnel. Such verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of Harassment, Intimidation and/or Bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives a verbal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action in accordance with Section 6.

C. Protection of Person Filing Complaint

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

1. Individuals who make complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of Harassment, Intimidation and/or Bullying. The School will follow appropriate intervention strategies for protecting a victim or other person from additional harassment, intimidation or bullying, and from retaliation following a report, including anonymous reporting.

D. False Complaint

1. It is a violation of this policy and procedure to knowingly report false allegations of Harassment, Intimidation, and/or Bullying. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VI. School Personnel Responsibilities

A. Teachers and Other School Staff

1. Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected Harassment, Intimidation, and Bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is a verbal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the verbal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.
2. In addition to addressing both written and verbal complaints, school personnel are encouraged to address the issue of Harassment, Intimidation or Bullying in other interactions with students. School personnel may find opportunities to educate students about Harassment, Intimidation and Bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “Harassment, Intimidation or Bullying.”

B. Administrator Responsibilities

1. Investigation

- (a) The principal and or his/her designee shall be promptly notified of any written or verbal complaint of suspected Harassment, Intimidation or Bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of Harassment, Intimidation or Bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.
- (b) Notwithstanding the foregoing, when a student making a verbal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

- (a) Verified acts of Harassment, Intimidation, or Bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against Harassment, Intimidation or Bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
- (b) Harassment, Intimidation and Bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of Harassment, Intimidation and Bullying. While conduct that rises to the level of Harassment, Intimidation or

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

Bullying, as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal.

VII. Reporting Obligations

- A. The parent or guardian of any student involved in a prohibited incident will be notified in writing and, to the extent permitted by state and federal laws governing student privacy, will have access to any written reports pertaining to the prohibited incident.
- B. Report to the Parent or Guardian of the Perpetrator
 - 1. If after investigation, acts of Harassment, Intimidation and Bullying by a specific student are verified, the building principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
- C. Reports to the victim and his/her parent of guardian
 - 1. If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such Harassment, Intimidation and Bullying.
- D. List of verified acts of Harassment, Intimidation or Bullying
 - 1. A requirement that the School administrator semiannually provide the president of the School board a written summary of all reported incidents and post the summary on the district Web site, if one exists. The list shall be limited to the number of verified acts of Harassment, Intimidation and Bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.
 - 2. This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions or debate that is conducted at appropriate times and places and is protected by State or Federal Law. The disciplinary action for any student guilty of harassment, intimidation,

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

or bullying, which shall not infringe on any student's rights under the first amendment to the Constitution of the United States.

VIII. Police and Child Protective Services

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. The School must also investigate for the purpose of determining whether there has been a violation of the School Policy or Procedure, even if law enforcement or CPS is also investigating. All School personnel must cooperate with investigations by outside agencies.

IX. Training

The School agrees to provide appropriate staff and volunteer training in the implementation of the above policy and prevention of harassment, intimidation and bullying in the School.

X. Publication of the Prohibition Against Harassment, Intimidation and Bullying

At least once each year, a written statement in substantially the form attached hereto as Exhibit A, describing the policy and the consequences for violations of the policy must be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

In addition, the policy shall appear in the student handbook and in any publication that sets forth the comprehensive rules, procedures, and standards of conduct of the School.

ANTI-HARASSMENT, ANTI-INTIMIDATION OR ANTI-BULLYING POLICY

Exhibit A

ANNUAL NOTICE **OF** **ANTI-BULLYING, ANTI-INTIMIDATION AND ANTI-HARASSMENT POLICY**

It is the policy of the School that any form of Bullying behavior, whether in the classroom, on school property, including, without limitation, school buses, to and from school, at School-Sponsored Events, or via Electronic act (defined as an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device) is expressly forbidden.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The School's commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which Harassment, Intimidation or Bullying will not be tolerated by students, faculty or school personnel.

Harassment, Intimidation or Bullying means either any intentional written, verbal, graphic, physical or Electronic act that a student or group of students exhibits toward another particular student more than once which causes mental or physical harm to the other student and creates an intimidating, threatening or abusive educational environment for the other student. Harassment, Intimidation or Bullying is also defined to include violence within a dating relationship.

Students who believe they have been harassed or bullied by fellow students or School employees are encouraged to promptly report such incidents to a school staff member or administrator.

Complaints will be documented and investigated in accordance with the School's policy.

Teachers and other school staff, who witness acts of Harassment, Intimidation or Bullying, shall promptly notify the building principal and/or his/her designee and shall promptly file a written, incident report concerning the events witnessed.

Additional provisions of the policy may be found in the Parent/Student handbook or obtained from the School office at any time.