2026 - 2027
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 the post-secondary success of their choosing. 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 is a free, public high school conveniently located in downtown Cleveland, on the corner of East 13th Street and Payne Avenue. We provide a flexible approach to high school for students aged 15-21 who struggled in the traditional high school environment.

Promise Academy students have access to a curriculum grounded in the Ohio Learning Standards and is delivered through direct instruction under the guidance of fully licensed teachers and digital coursework. This approach is uniquely designed to help our students graduate.

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 an Ohio 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 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:

- 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 will sign a "Request for Records" form for the last school that you attended.
- 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. Contact the School for a complete list of documents deemed appropriate for this residency requirement. A photo ID may also be required.
- Once you have submitted your enrollment application and any other required documentation, you will be scheduled for orientation and/or assigned to an advisory teacher and class session based on your transcript.
- Either prior to, or during your orientation, you will be scheduled for an assessment test.
- State law requires that the School does not exceed the capacity restrictions set forth for its programs, classes, grade levels or facilities. Priority enrollment will first be given to returning students and students that reside in the district in which the School is located. Pursuant to the Board’s Open Enrollment, Admissions and Residency Policy, the Executive Director shall determine whether an enrollment lottery is necessary and determine all procedures, including application deadlines, to be followed. Students inquiring about enrollment during the year will be enrolled if space permits, or added to a wait list (based on priority enrollment requirements, lottery selections if applicable, or first come first served).
- 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. The School is a Dropout Prevention and Recovery School. As such, the School will comply with and may limit the enrollment of students as required to meet the requirements set forth in 3301-102-10 of the Ohio Administrative Code.

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, religious expression, national origin, ancestry, pregnancy, marital or parental status, sexual orientation,

gender identity or a 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 they can submit their medical records from their last school of attendance or primary physician or until they can prove that they have 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 their 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.

In order to confirm placement and maintain priority enrollment status in the next school year, parents must state their intention to have their child/student be re-enrolled each school year and complete any documentation that may be required by the School. Failure to do so may subject the student to being withdrawn from the School. It is the responsibility of the parent to inform the School of any changes to their residency or contact information.

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
- 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.
- College Credit Plus Letter of Intent, if applicable
- Ohio Core Opt-Out Form, if applicable

- Proof of Residency Documentation

G. Change of Address/Phone Number

It is the parent/student's responsibility to inform the School office of any change of address or phone number. Any other relevant information must also be updated with 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. Dress Code

General Guidelines:

- Each student must maintain a neat, clean, and professional appearance at all times.
- 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.
- All students are encouraged to wear Promise Academy shirts or other Promise Academy approved attire.
- 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, and those having drug, sexual emblems, tobacco or alcoholic beverage references or designs. School administration retains the right to determine whether any clothing, jewelry, or accessory is not appropriate to be worn at the School.
- Any clothing, accessories, symbols, jewelry, or other paraphernalia, which, in the discretion of School administration, 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.
- Form-fitting garments such as spandex may only be worn with another layer of clothing, which meets the dress code.

Shirts and Blouses:

- 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.
- 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.)
- Shirts should cover the entire crown of the shoulder.

Dresses, Shirts, or Skirts:

- 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.

Pants:

- Intentionally torn or cut/slashed pants are considered indecent exposure and are inappropriate at School. Manufactured boot-cut slits are acceptable. Pants such as denim jeans, khaki pants, cargo pants, corduroy pants, and dress pants are acceptable.
- Pants are to be worn at the waist with a belt (no undergarments should show) and may not be oversized or undersized.

The Principal or their designee 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 as stated. Students not conforming to the dress code may not be admitted to class and may be deemed absent.

B. 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 the School.

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 twenty-seven and a half (27.5) hours per week. All students are expected to sign in upon arrival to Promise Academy. Students not in attendance will be marked absent.

Classes	9:00 AM	12:00 PM
Lunch	12:00 AM	12:30 PM
Classes	12:30 PM	3:00 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 (only if student is 18 or over) or parent must call the School on or before the day of the absence.

Absences, whether excused or unexcused, interfere with the student's progress in mastering knowledge and skills necessary to graduate from high school.

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. When a student meets any of these thresholds, the School will comply with state law and the Board's Attendance Policy regarding next steps, including filing a complaint in juvenile court if the student's attendance does not improve. The School offers a continuum of supports and intervention strategies aimed to meet the diverse needs of students and address barriers that may affect attendance. The School will communicate with parents regarding attendance issues pursuant to the Attendance Policy, which is available on the School's website.

Excused Absences

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

- Illness of the student
- Illness in the family necessitating the presence of the student
- Medical, Behavioral, or Dental appointment
- Quarantine of the home limited to the length of the quarantine as determined by proper health officials
- Death of a relative
- Observance of religious holidays consistent with the truly held religious beliefs of the student or their family
- Pre-enlistment reporting to a military enlistment processing stations
- Absences due to military deployment activities of the student's parent
- 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.
- College visitation
- Absences due to a student being homeless.
- Emergency or other circumstances in which the judgment of the Principal to constitutes good and sufficient cause for absence from school.

Be aware that excused absences will still count against a student's average attendance percentage and can result in a referral to the School for intervention.

Unexcused Absences
Unexcused absences include the following:

- Any absence where the Principal, or their designee, has deemed verification is necessary and the student or parent fails to provide such verification of the absence in the timeframe and manner as deemed satisfactory by the Principal or their designee.
- Leaving School early without proper authorization.
- Other unexcused absences as defined by the Principal, or their designee.

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.

C. Religious Accommodation

Pursuant to the Board's Religious Accommodations Policy, students are permitted up to three Religious Expression Days each school year in order to take holidays for reasons of a faith, religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization. In order for a student to receive an excused absence and alternative accommodations for examinations or other academic requirements missed due to a Religious Expression Day, the student or their parent must provide the Principal with written notice of the specific dates of the Religious Expression Days the student intends to take. Such notice must be submitted no later than 14 days after the school year begins, or no later than 14 days after the student transfers into the School after the beginning of the school year.

D. 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;
- Off School grounds if, in the sole discretion of the Principal, it may affect the learning environment; and
- Off School grounds if the conduct is directed at a School official or employee, or the property of such School official or employee.

The following behaviors are examples of offences at Promise Academy and will result in corrective action, potentially including a suspension or expulsion in accordance with the law and at the discretion of the Principal, where appropriate. Each offense or series of offenses will be evaluated individually based on the particular circumstances of the offense. This list is not all-inclusive. 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
- 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, hugging 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, 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 horse-play 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 or School policy
- Any other behaviors that the Principal deems in their 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 their sole discretion as endangering the health and/or safety of fellow students, staff or guests of the School

E. Suspension, Expulsion, Removal and Exclusion

The following suspension, expulsion, removal and exclusion options are available to the School. More information related to suspension and expulsion, including information about required notices, appeal rights, and disabilities compliance, can be found in the School's Suspension and Expulsion Policies which are available at the School office or upon request. Additionally, the

Policies are posted on the School website. The School will comply with all state and federal laws pertaining to the discipline of students with disabilities.

- **In-School Suspension:** Student attends School and serves the suspension in a supervised learning environment where the student shall be permitted to complete classroom assignments for at least partial credit as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Out-of-School Suspension:** Removal of a student from School for up to ten (10) school days. The student will have the opportunity to complete any classroom assignments missed due to the suspension and shall receive at least partial credit for such completed and returned assignments, as determined by the Principal and teaching staff. In no event will a student receive a failing grade on a completed assignment solely on the basis of the suspension.
- **Expulsion:** Removal of a student for a period not to exceed the greater of eighty (80) school days or the number of days remaining in the semester or term. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year, the expulsion may extend into the following school year.
- **Weapons' Expulsion:** Mandatory one (1) year expulsion for bringing a firearm on school property. Removal of a student for up to one (1) year for certain offenses involving firearms, knives capable of causing serious bodily injury, violent acts that are criminal offenses, and bomb threats.
- **Imminent & Severe Endangerment Expulsion:** Removal of a student for up to one hundred and eighty (180) school days for actions that pose imminent and severe endangerment to the health and safety of other students or School employees. Students must meet conditions developed by the School prior to being reinstated.
- **Emergency Removal:** Immediate removal of a student due to their presence posing a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The student will be returned to curricular and/extracurricular activities the next school day unless out-of-school suspension or expulsion processes are initiated.
- **Permanent Exclusion:** Permanent exclusion of a student, sixteen (16) years old or older, from any public school in the state based on the student committing certain criminal offenses.

In addition, the School reserves the right to enact alternative disciplinary actions, as determined on a case-by-case basis by the Executive Director, Principal or their designee, including but not limited to: detention, restitution, parent conferences, assigned seating, revocation of privileges, and implementing behavior plans or contracts.

Students that are subject to an active out-of-school suspension, expulsion, or removal, and those students who have been permanently excluded from School, are not permitted to attend classes, participate in extracurricular activities, or be on any School property. This prohibition is only excused upon the prior written permission of the Executive Director, or their designee, for purposes which the Executive Director, or their designee, determine the student must be able to be on School property.

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 Individuals 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. 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 their student or an adult student wishes to withdraw from Promise Academy, please complete and sign a withdrawal form and identify what new school the student will be attending. This signed form gives official notice of the student's withdrawal.

G. Parent & Student Surveys

Parents and students may be asked to complete a Parent & Student Satisfaction Survey as well as any other School surveys deemed appropriate by the Principal.

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 Principal will work with each student to assist with post-secondary goal setting.

B. Parental Notification Regarding Sexual Violence Prevention Curriculum

The law requires the School to include in the curriculum developmentally appropriate instruction in sexual violence prevention education. A parent may request the opportunity to examine the materials used for such instruction by submitting a written request to the Principal. Additionally, a parent may request a student be excused from such instruction upon a written request submitted to the Principal.

C. Grading

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

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.

D. 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 at any time. Students and parents are encouraged to schedule with their teachers and/or School leadership to review academic progress.

E. Grade Levels

The School assigns grade levels as follows:

0-5 credits	=	Freshman
5.25-10 credits	=	Sophomore
10.25-15 credits	=	Junior
15.25 + credits	=	Senior

State law requires the School to prohibit the promotion of a student to the next grade level if the student 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**.**

F. Conferences/Open House

Conferences are strongly encouraged throughout the year. Parents may be contacted to meet with the 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 a Personalized Learning Plan. Conferences will be scheduled upon the availability of the teacher and based on class schedules.

G. 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 registrar. Promise Academy *must* have an official transcript in order to graduate a student.

H. College Credit Plus

College Credit Plus is available for interested students. More information can be obtained through the Principal. 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.

I. Graduation Requirements

Ohio’s core graduation requirements include twenty units that are designed to prepare students for the workforce and college. The chart below identifies the credit distribution towards graduation for the Class of 2023 and beyond. Students enrolled in a dropout prevention and recovery program that has received a waiver from the Ohio Department of Education and Workforce 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 and, as applicable, their parent, guardian, or custodian sign a written statement (available at the end of this Handbook) 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**
Social Studies	3 Units***
Electives	5 Units****

Students must receive instruction in economics and financial literacy (in high school) and complete at least two semesters of fine arts (during grades 7-12). Beginning with students who enter 9th grade after July 1, 2022, students need ½ credit of financial literacy. Fine arts may not be required for students in approved career-based pathways.

*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 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. A student may apply one credit in advanced computer science to satisfy one unit of advanced science (excluding biology or life sciences).

*** Students must include ½ unit of American History, ½ unit of American Government, and ½ unit in 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.

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 and options for a student to progress towards graduation, students and parents should contact the School office.

In addition to the successful completion of the 20 units identified above, in order to graduate, the state requires that a student complete both of the following:

- Demonstrate competency in the foundational areas of English language arts and

mathematics. To graduate, a student must earn a "competency score" on the English language arts II and Algebra I (or integrated math 1) end-of-course exams. Alternatively, students may demonstrate competency through:

  - Earning credit through the College Credit Plus program in a non-remedial math or English course (for the end-of-course exam not passed);
  - Obtaining a remediation-free score in the math or English subject areas on the ACT or SAT;
  - Successfully completing at least two of the seven available options regarding Career Experience and Technical Skills; or
  - Meeting the requirements to enlist in the military and providing a contract which shows enlistment upon graduation.

- Demonstrate readiness for post-high school by earning two diploma seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, and leadership and reasoning skills.

Please contact the Principal, or their designee, for more information regarding these additional State requirements, applicable additional graduation requirements of the School, and options for a student to successfully progress toward graduation.

J. Ohio Computer Science Promise Program

A student may earn high school credit for their successful completion of an Ohio Computer Science Promise Program course. The Department of Education and Workforce will annually post a list of approved courses and providers. A student may participate in a course so long as they meet the eligibility criteria as determined by the provider.

If the School offers a comparable course, the student will receive comparable credit towards graduation. If the School does not offer a comparable course, then the student will receive an appropriate number of "elective" credits towards graduation. If a student disagrees with the School's awarding of credits earned through this Program, they may appeal the decision to the Department of Education and Workforce, whose decision will be final.

K. 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 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 in any form (including vaporizers, "vapes", e-cigarettes, and look-alike products and substances) in the building or on the grounds of Promise Academy, and at events sponsored or supervised by the School.

C. Parking

If the student drives, they should 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 welcome with advanced notice and approval of the 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 the Principal or their designee 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, including parents, may be excluded from the School facility at the discretion of the Principal or their designee.

When parents are visiting, they are asked not to attempt a parent teacher conference, especially 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. Additionally, the School reserves the right to contact local law enforcement to assist with visitors that violate School rules or requests to leave School property.

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 start late or 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. The School may also be dismissed early due to weather or other unforeseen emergencies. The School will attempt to contact parents as soon as is practicable so appropriate arrangements may be made.

In the event that the School building will be closed but students are required to participate in lessons via the School's Online Day Plan, the School will notify parents through an all-call system, the School's website, and/or through email, text, or another electronic messaging system that the Online Day Plan is in effect.

H. Pesticide Notice

In accordance with Ohio law, parents 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. Contact the School for more information about volunteering at the School and the background check requirements.

J. Cell Phones and Electronic Devices

Except as specifically permitted by state law, students are prohibited from using their cell phones during the instructional day. Please see the Principal for questions about permitted uses. Students are required to follow any and all cell phone and electronic communication device rules, regulations and procedures that may be established by the Principal or their designee. Students in violation of such rules, regulations and procedures will be subject to disciplinary action, up to and including suspension or expulsion, and may have the device confiscated by the School. If the School confiscates a cellular telephone or other electronic communication device, the telephone or device will be released/returned to the student at the end of the day. Repeated violations may result in a conference with the Principal, or their designee, prior to the device being released/returned. Any device brought to School is brought at the student's "own risk" and the School assumes no responsibility for any device, or the data contained therein, which is lost, stolen, or damaged. Students bring these devices at their own risk and assume all risks in bringing such devices onto School property or to School related functions. Should a family member need to reach a student during the school day, please call the School directly at 216-443-0500.

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 tipline 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
- Any other School safety related concerns

B. 988 Suicide & Crisis Lifeline

Those experiencing a mental health crisis, and their loved ones, can reach out to the nationwide 988 Suicide & Crisis Lifeline through call or text to "988". This resource provides free, 24/7 assistance to individuals facing emotional distress, thoughts of suicide, mental health or substance use crisis, or the concern for a friend or family member. Please follow all prompts when reaching out to 988 Suicide & Crisis Lifeline in order to be provided with appropriate intervention, resources, and/or support.

C. 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.

D. Reporting Injuries

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

E. 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. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include, but is not limited to, counseling, suspension, or expulsion from School. The School's commitment to address such behaviors involves a multi-faceted approach which includes the promotion of a School atmosphere in which these prohibited acts will not be tolerated by students, faculty or the School community.

It is imperative that Harassing, Intimidating, and Bullying behavior(s) 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. However, any misconduct, whether or not it meets the required definition, will be reviewed and the perpetrator will be subjected to appropriate disciplinary consequences.

F. 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, including the wearing of apparel, jewelry or symbols; 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 their own will to promote the common purpose and design of any gang.

G. 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 prohibition will be subject to disciplinary action, up to and including expulsion from Promise Academy.

H. Weapon-Free School

Promise Academy is a weapon-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, including interscholastic competitions or extracurricular events. Any student who violates this prohibition will be subject to disciplinary action, up to and including expulsion from Promise Academy. Any object in violation of these requirements will be confiscated. The School reserves the right to contact local law enforcement for assistance with any object which can be reasonably considered a weapon.

I. 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.

J. Searches of School or Student Property

Desks, computers, and other items provided to students for their use remain the property of Promise Academy. Upon authorization of the Principal, School property may be searched at any time for any reason. Students, by law, have no expectation of privacy in any storage area or other School property assigned to them.

The Executive Director or Principal may, at any time, with reasonable suspicion that evidence will be obtained indicating the student has violated a law or School rule, authorize School personnel to conduct a search of the student or their backpacks and other personal property, and the contents contained therein. In no event shall the School conduct any strip search of a student. The School may call upon the assistance of the local police authorities to assist in any such search of a student or their personal 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. Preventative searches will be conducted in the least intrusive manner possible so that individuals' rights are balanced with the safety of the School. 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. Preventative 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.

K. 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 Principal regarding the Video Surveillance and Electronic Monitoring Policy.

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.

If necessary for the School to administer any prescription medication the School will only do so after receiving a written request, signed by the parent, that the prescribed medication be administered to the student. In addition, the School will not administer any prescription medication unless it also receives a signed prescriber/physician approval containing the information listed below. The person authorized to administer such medication must receive the medication in the container in which it was dispensed by the prescriber or licensed pharmacist. The parent is responsible for keeping a record of the amount of medicine that is on-hand at the School and replenishing the supply as necessary. Except in situations required by law, no medication will be administered by School staff. 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 to be administered;
- The times and intervals at which each dosage is to be administered;;

- The date the administration of the drug is to begin;
- The date the administration of the drug is to cease (if applicable);
- 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 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
- Any other special instructions.

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. The School must have the above stated documentation provided by the physician and parent if the student is a minor in order to allow a student to use an asthma inhaler or epinephrine auto injector. For a student to carry and use an epinephrine injector, the physician's written approval must also include the circumstances in which the injector should be used and acknowledgement that the prescriber has provided the student with training in the proper use of such injector and determined that the student is capable of possessing and using the injector.

The parent must submit a revised statement signed by the prescriber if any of the information originally provided to the school changes.

Any medication which may be legally sold without a prescription and administered without the instruction of a prescriber (an "over-the-counter drug") may be administered to students upon a written request by the parent. The request must be signed by the parent and must also include the name of the student, the name of the medication, the dose (which is not to exceed the recommended amount), and the reasons such medication is to be administered. Over-the-counter medication must be delivered to the School by the parent in its sealed, original container. Students are prohibited from having over-the-counter medications on their person, in their personal bag, their locker, or their desk.

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

M. Seizure Action Plan

The Board has adopted a Seizure Action Plan Policy to help support students who have an active seizure disorder. If the student has, or develops, an active seizure disorder, parents are required to notify the Principal so that the School and parent can create an individualized Seizure Action Plan.

N. Food Allergy Action Plan

If a student has or develops a serious food allergy, the student and/or 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 or as otherwise required by law.

A. 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.

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. A "media waiver" is also included in the enrollment packet which should be reviewed and completed should you not want images of the student used by the School.

B. 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:

- 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 a written request to the Principal, or appropriate school official, that identifies the record(s) they wish to inspect. The Principal, or appropriate 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.
- 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 Principal, or appropriate school official, clearly identifying the part of the education 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.
- 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 a School Official with a legitimate educational interest in the education record. A "School Official" is a person employed, contracted, or volunteering with the School in an administrative,

supervisory, academic or support staff position(whether paid or unpaid), 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's Threat Assessment Team; transportation providers and/or drivers; a person with whom the School has contracted to perform a special task (i.e. Attorney, auditor, outside consultant); and a person serving on the Board. A School Official has a "legitimate educational interest" in an education record when the School Official needs to review the record in order to fulfill his or her responsibility on behalf of the School, such as when the School Official is performing a task that is specified in their 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; providing a service or benefit relating to the student or student's family, such as health care, counseling, or assisting with the college application procedure; and any other purpose that the Board deems necessary as related to a student's education.

- 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

- The School intends to forward any and all education records to another school which has requested such records for the purpose of the student's potential enrollment at that school. The student's parents, or eligible student, upon request, may receive copies of the records disclosed or have the opportunity to request a hearing to challenge the content of the record. The School has the discretion of which education records to disclose to the potential new school and FERPA does not provide parents, or an eligible student, the right to prevent such disclosure or prevent the School from communicating general information about the student to the school in which the student seeks to or intends to enroll.

C. Student Directory Information

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 or adult student request in writing to be removed.

D. 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 addressed 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.

E. 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.

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 themself shows the record to the stepparent.

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

F. 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, 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 and parents 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:
    - political affiliations or beliefs of the student or student's parent
    - mental or psychological problems of the student or student's family
    - sex behavior or attitudes
    - illegal, antisocial, self-incriminating, or demeaning behavior
    - critical appraisals of others with whom respondents have close family relationships

    - legally recognized privileged relationships, such as with lawyers, doctors, or clergy
    - religious practices, affiliations, or beliefs of the student or parent
    - 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:
    - any other Protected Information Survey, regardless of funding
    - 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
    - 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:
    - Protected Information Surveys of students
    - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
    - Instructional material used as part of the educational curriculum

These rights transfer from the parent 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 parents. 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 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 parents 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 to opt students out of participation of the specific activity or survey. The School will make this notification to parent 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 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 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 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).

Ohio recognizes the following categories of such disabilities which may require specialized education and services: autism, deaf-blindness, deaf and hearing impairments, blind and visual impairments, speech or language impairments, specific learning disabilities, emotional disturbances, multiple disabilities, orthopedic impairment, other health impairment, traumatic brain injury, developmental delays and/or intellectual disabilities.

We are committed to affording all children their right to FAPE, 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 the Principal. Upon receiving such notification, the School will contact the parents or guardians of the child to find out if the child needs to be evaluated, and if evaluation is needed, obtain parental consent before performing said evaluation. Free testing is available to determine whether a special need exists.

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

For more information on the rights of students with disabilities, please contact the Department of Education and Workforce, or refer to the publication, *A Guide to Parent Rights in Special Education*, available at www.education.ohio.gov/Topics/Special-Education.

A. <u>Positive Behavior and Interventions Support</u>

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's adopted policy. The Board's PBIS Policy is available from the School office and is posted on the School's website.

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.

B. 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 student who is developmentally disabled or a physically impaired student and 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, will immediately notify the Principal or the Principal's designee and report that knowledge or suspicion, by telephone or in person, to the public Children's Services Agency or local law enforcement agency.

C. 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, is required to 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 Principal.

X. Complaint Procedure

A student or parent may file a written complaint that should be submitted to a teacher or the Principal. Classroom issues should be initially address with the classroom teacher through a scheduled appointment. If a meeting is scheduled to discuss the concern, all persons in attendance must conduct themselves civilly. It is expected that concerns will be expressed in a professional manner. Disruptive or threatening behavior may result in an action to protect School personnel, such as reporting the incident to the police and/or prohibiting the parent from entering School property at any time.

To file a complaint with the Principal, the complaint must be in writing with the facts and specific outcome desired by the parent/guardian. The Principal or designee, will investigate each complaint and provide written notice to the complainant regarding the findings.

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 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 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 their privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as outlined in the Internet Safety Policy.

The parent and student also acknowledge and agree that they are solely responsible for the use of their 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 the 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.

XIV. Non-Discrimination and Title IX/Section 504 Notice

Promise Academy does not discriminate on the basis of religion, religious expression, 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
216-443-0500

h.rock@promise-academy.com

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, Admissions and Residency 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.

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 gifted 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

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 them which were maintained by the school which they most recently attended.

The Principal, or their designee, shall notify the law enforcement agency having jurisdiction in the area where the student resides that the student may be a missing child if:

- The school the student claims to have most recently attended states that it has no records of the student's attendance;
- The records are not received within fourteen (14) days of the date of the request; or
- The student does not present a birth certificate or comparable certificate.

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

Informational programs for students, parents, and community members relative to missing children issues and matters are available from the Principal or their designee, including information regarding the fingerprinting program.

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 pursuant to Section 3321.042 of the Revised 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 or the Ohio Department of Education and Workforce.

Promise Academy

Parent/Student Handbook Contract

2026-2027

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: _____

Promise Academy

Opt-Out of Ohio Core Waiver Form

By signing below, I consent to the student named below graduating from Promise Academy without completing the core graduation requirements as required by the State of Ohio. I further acknowledge that one consequence of not completing such requirements is ineligibility in most state universities in Ohio without further coursework.

_____
Student Name

_____ _____
Student Signature Date

_____
Parent Name

_____ _____
Parent Signature Date

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

STUDENT INFORMATION FORM

TO BE COMPLETED BY PARENT, GUARDIAN, or ADULT STUDENT:
(Please print clearly)

Name of Participating Student _____ Age _____

School _____

City/State/Zip Grade _____

I/We understand that as part of our child's/my attendance at Promise Academy, photos, videos, and quotations may be taken for use in publications and reports about the program. I/Wefurther understand that members of the news media invited to cover the program may take photos, videos and quotations.

I/We grant permission to the School and its Board Members, employees, agents and representatives to use such materials for the promotion of the program and to use this student's name, photographic likeness, alone or in a group, in any publication, document, TV production, video or to release said name or likeness to any media outlets including, but not limited to, newspapers, magazines or TV stations for publicity and/or recognition purposes and/orto use this student's name and/or photographic likeness, alone or in a group, on the official web site of the School.

I agree that I and/or my child shall have no right, title, or interest in any photo or videotape covered by this agreement and waive any right to compensation for such use. I release the School, its Board members, employees, agents, representatives and all organizations and individuals related to the School from any and all liabilities or damages that result from the use of this student's name and/or photographic likeness as described above.

Student Signature _____ Date _____

Signature of Parent or Guardian _____ Date _____
(If student is under 18 years of age)

PLEASE FILL OUT THIS FORM CLEARLY AND COMPLETELY.

PLEASE RETURN THIS FORM TO THE SCHOOL.