



Oliver H. Perry

Student & Parent Handbook

2025-2026

This document was updated on 6/18/2025 and is subject to change

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District Calendar

Please access the district calendar by clicking this [link](#).

School Contact Information

Mrs. Irvin, Principal (Substitute Administrator Mrs. Shepard)

c: 216.543.9124

o: 216.838.0904

e: brittani.irvin@clevelandmetroschools.org

Mr. Ellis, Assistant Principal

c: 216.233.9525

o: 216. 838.0906

e: Ronald.Ellis@clevelandmetroschools.org

Mr. Williams, Dean of Engagement & Student Supports

c: 216-327-8243

o: 216-838-0944

e: Dwayne.Williams@clevelandmetroschools.org

Mr. McMillon, Dean of Engagement & Student Supports

c: 216-334-5359

o: 216-838-0928

Ms. Bunton, Secretary

p: 216.838.0900

e: angela.bunton@clevelandmetroschools.org

Mrs. Jefferson, Family Support Specialist

c: 216.538.6417

o: 216.838.0921

e: ljefferson@sayyescleveland.org

Website: www.clevelandmetroschools.org/ohperry

School Hours

Instructional Day: 7:35 am-2:05 pm

Team Roster

<u>Team Member</u>	<u>Role</u>	<u>Email</u>
Ms. Abiecunas	Guidestone Counselor	alison.abiecunas@ohioguidestone.org
Mrs. Brately	Model Lead Teacher	ashley.brately@clevelandmetroschools.org
Ms. Bunton	School Secretary	angela.bunton@clevelandmetroschools.org
Ms. Charlton	Art Teacher	brienne.charlton@clevelandmetroschools.org
Ms. Clark	CC Intervention Specialist	Destiny.Clark@clevelandmetroschools.org
Mr. Cospers	K-3 LI IS	GREGORY.COSPER@clevelandmetroschools.org
Mrs. Dowell	2nd Grade Teacher	maureen.dowell@clevelandmetroschools.org
Ms. Eckenfels	Custodian	Rebecca.Eckenfels@clevelandmetroschools.org
Mr. Ellis	Assistant Principal	Ronald.Ellis@clevelandmetroschools.org
Ms. Erne	Physical Therapist	elizabeth.erne@clevelandmetroschools.org
Mr. Fields	Music Teacher	Donnelle.fields@clevelandmetroschools.org
Ms. Franklin	Occupational Therapist	tisha.franklin@clevelandmetroschools.org
Mrs. Fuller	Kindergarten Teacher	olivia.sufka@clevelandmetroschools.org
Ms. Lewis	Preschool Paraprofessional	tiffany.lewis@clevelandmetroschools.org
Mrs. Grimsley	6th - 8th Grade ELA Teacher	kelly.grimsley@clevelandmetroschools.org
Ms. Harris	Environmental Specialist	kyhra.harris@clevelandmetroschools.org
Ms. House	Preschool Teacher	kelynn.house@clevelandmetroschools.org
Ms. Barahona	3rd Grade Teacher	Abigail.Barahona@clevelandmetroschools.org
Mrs. Irvin	Principal	brittani.irvin@clevelandmetroschools.org
Ms. Jefferson	Family Support Specialist	lashelle.jefferson1@clevelandmetroschools.org

Ms. Kelly	SEL Studio (PCIA)	laronda.kelly@clevelandmetroschools.org
Mr. Kolenich	PE Teacher	Andrew.Kolenich@clevelandmetroschools.org
Ms. Laird	Community, College, & Career Coordinator	gale.laird@clevelandmetroschools.org
Mrs. Lisi	1st Grade Teacher	marlene.lisi@clevelandmetroschools.org
Mr. Marsh	School Nurse	jim.marsh@clevelandmetroschools.org
Mr. McMillon	Dean of Students	marc.mcmillon@clevelandmetroschools.org
Mr. Milam	CC Intervention Specialist	jeremy.milam@clevelandmetroschools.org
Ms. Morrow	Preschool Paraprofessional	deashia.morrow@clevelandmetroschools.org
Mr. Lee	Environmental Specialist	richard.lee@clevelandmetroschools.org
Mr. Prostack	6th-8th Grade Social Studies/Science Teacher	glenn.prostack@clevelandmetroschools.org
Ms. Ganim	2nd Grade Teacher	deborah.ganim@clevelandmetroschools.org
Mrs. Rego	Psychologist	leisha.rego@clevelandmetroschools.org
Mrs. Ryan	5th Grade Teacher	jennifer.ryan@clevelandmetroschools.org
Ms. Simms	CC Intervention Specialist	lori.simms@clevelandmetroschools.org
Mr. Swoope	4th Grade Teacher	pathon.swoope@clevelandmetroschools.org
Ms. Thailing	Kindergarten Teacher	alexandra.thailing@clevelandmetroschools.org
Ms. Wachter	Integrated Preschool Teacher	Debra.Wachter@clevelandmetroschools.org
Mr. Williams	Dean of Students	Dwayne.Williams@clevelandmetroschools.org
Ms. Witherspoon	Security Officer	laconya.witherspoon@clevelandmetroschools.org
Ms. Wright	6th-8th Grade Math Teacher	fatima.wright@clevelandmetroschools.org

Vision

Students of Oliver H. Perry will be: Creative Thinkers, Future Innovators, and Caring Citizens

Mission

The Oliver H. Perry team is focused on ensuring our scholars are the future innovators, caring citizens, creative thinkers, and problem-solvers of their communities. O.H. Perry students ask questions, investigate problems, and make connections through inquiry, arts-integrated learning, mini-courses, and technology.



School Mascot: Eagle

School Colors: Blue & Yellow

Policies & Procedures

Arrival Procedures

Attendance

The instructional day begins promptly at 7:35 am. Students are expected to attend school daily. Regular student attendance is a major factor to improving academic and social-emotional achievement. Automatic IVR calls are placed by the CMSD Attendance office. Please give the main office a call (216.838.0900) if there was an error and your child was marked absent.

Missing more than 10 days of school in a year is devastating to most students. It can cut the chances of high school graduation for 9th and 10th graders by 34%. It can reduce reading and math scores by 12% and 15%, respectively.

Tardies will be recorded by the secretary and will count against student attendance. For example, if a student is tardy 30 minutes each day for a week, 150 minutes (2 hours and 30 minutes) will be reflected in their absence records.

State law (HB-410) defines excessive absence and truancy:

Excessive absence: a student misses 38 or more hours of school in a single month, or 65 or more hours in one school year, with or without a legitimate excuse.

Truancy: a student is absent from school without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in a school year.

Athletics

For the 25-26 SY, Girls and Boys basketball are offered. 6th graders are allowed to participate. Students must have at least a 1.0 with 4 passing classes. Students must have a current physical to play.

Birthday Treats

We love to celebrate students at O.H. Perry! If you would like for your child to share treats with their classmates, please contact your child's teacher at least 72 hours in advance. You will need to know the number of students in your child's class and any relevant allergy information. Your child's teacher will arrange a time and place to celebrate.

Student Electronic Devices

Please refer to the internet safety [guidelines](#). [Family Digital Device Guidelines](#)

Cell Phone Policy

Students are **not** permitted to use their cell phone between the hours of 7:15am and 2:05pm, unless they are granted permission from their designated adult. Students who need to speak with a parent or guardian during that time may request to do so and must receive permission from their designated adult *before* making a phone call. Upon arrival at the school, students are required to place their phones in a Yondr Pouch and it is to be secured in the office for the entire school day. Phones will be unlocked for students at a school exit, during dismissal.

Unauthorized Uses of Cell Phones and Electronic Devices

Students are never authorized to use a cell phone or electronic device for the following purposes:

- a) In violation of any other section of the Student Rights and Responsibilities, including, but not limited to the District's prohibitions against cheating, posting or distributing materials that disrupt the educational process, intimidation, threatening to injure or harm others, use of profane or abusive language, hazing, bullying, disrupting the school environment, engaging in a disruption on a school bus, and failure to adhere to school culture or directives of school personnel.
- b) To commit a crime, under federal or state law.
- c) To violate another person's reasonable expectation of privacy by using cell phones or other electronic devices in locker-rooms, restrooms, or any other changing areas.
- d) To take photographs, audio recordings, or video recordings of other individuals, including other students, teachers, administrators, staff members, or members of the community without the explicit authorization of all individuals being photographed or recorded.

Corrective Action for Inappropriate Cell Phone Use

Any student who chooses to possess or use a cell phone or electronic device in a matter that does not conform to the appropriate use expectations of this policy may be subject to any of the following:

1. A verbal reminder of expectations for appropriate use of cell phones and electronic devices and a request that a student modify their cell phone or electronic device use to meet the expectation of this policy.
2. Confiscation of the cell phone or electronic device by a teacher or administrator and return or the cell phone or electronic device at the end of the class period.

3. Confiscation of the cell phone or electronic device by a building administrator to be identified and stored in a safe location in the building's main office until the end of the school day.
4. Written notification to the student's parent, guardian, or legal custodian by the building administrator.
5. Confiscation of the cell phone or electronic device by a building administrator to be identified and stored in a safe location in the building's main office until the student's parent, guardian, or legal custodian comes to the school to retrieve the cell phone or electronic device.

Classroom Observation

The support of our parents makes success possible at Oliver H. Perry. We welcome parents to come observe the inquiry-based learning experiences that take place every day. However, our first priority is to ensure the safety, respect, and achievement for our students, staff, and school community. It is with that in mind that we structure how observations take place. Please complete this request form and submit it to the school office to be reviewed. Within 48 hours you will be notified of the time and date for the observation. Thanks for your consideration and support!

- All requests for observation require a minimum of 3 days advance notice.
- All classroom observations require the principal's written approval.

Please understand that no video, audio, or photography should occur during visitation.

The [parent observation request form](#) must be complete prior to a parent visiting the classroom.

Communication

We communicate in a variety of ways. We will send communication via emails, texts, mail, and automated calls. If you would like to communicate with a staff member, please contact them either via email or call the main office at 216.838.0900. Please allow staff members 24 hours to produce a response.

It is very important that you do not block our number. We must be able to reach you in case of an emergency. Please see Ms. Bunton to update your emergency contact if any information changes. Please visit our website, www.clevelandmetroschools.org/ohperry, for more information.

Code of Conduct

Click here to access the district-provided [student code of conduct](#).

Conferences & Meetings

We value addressing the needs of our community at O.H. Perry. If you would like to hold a conference or meeting with a staff member, please contact the staff member to set up a time that is suitable for both parties. Unless in the event of a true emergency, impromptu meetings cannot occur. Scheduling is an essential process that will ensure that staff members can attend to students in the building.

Crossing Guards

Crossing guards help children safely cross streets to get to their public, parochial and charter schools, typically working from 7 to 8 a.m. and 2 to 3 p.m. on school days.

Dress Code

- All students are encouraged to dress in a manner that is appropriate, comfortable and conducive to an active academic school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image.
- The district standard dress and appearance policy is gender neutral and applies to all students equally regardless of gender on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff.

Examples of inappropriate clothing include:

- clothing where the buttocks or torso is exposed, i.e., tube tops, half shirts, halters
- clothing that is see-through. (clothing must be opaque)
- clothing or accessories that show profanity, obscene words or pictures, sexually suggestive statements, violence, or incitement to violence
- clothing representing gang-related activities
- clothing where the entire thigh is exposed, such as micro minis or short shorts.
- bathing suits or cut-offs
- the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol
- clothing where undergarments are exposed
- clothing that has text or visual images that is libelous, bullying, constitutes harassment or discrimination
- footwear must be worn at school and all functions
- no backless or open toe footwear

Cafe & Recess Procedures

[Dismissal Procedures](#)

Electronic Devices Provided

Chromebooks and/or Ipads are available to ALL current Oliver H. Perry scholars who haven't already received a CMSD issued device. Each student will receive their own device to utilize for this school year that will be kept and stored in your child's classroom.

Eagle's Nest Book Circulation

All students in Preschool through 8th grade have an opportunity to visit our library in the Eagle's Nest to check-out books from our collection. Students may keep the books for seven days before returning.

Emergency Weather Policies/Procedures

School Closings and Weather Policies Linked [Here](#)

Enrollment

Preschool

Please follow our Preschool enrollment process to enroll your child:

To begin Pre-K enrollment for the 2025-2026 school year visit <https://ssp.benefits.ohio.gov/apspssp/ssp.portal> and click Apply for Cash, Food, Medical, or Child Care Assistance and complete the application.

Once completed visit ClevelandMetroSchools.org/Preschool

For enrollment assistance call School Choice & Enrollment at 216-838-3675.

Kindergarten-Twelfth Grade

You have options for how you want to enroll: you can apply online, come into 1111 Superior Ave. E, or go to Natividad Pagan INA(3145 West 46th Street).

The link to submit your 2025-2026 School Year enrollment application is available, <https://enrollment.powerschool.com/family/Login?ReturnUrl=http%3A%2F%2Fenrollment.powerschool.com%2Ffamily%2Fdirectaction&AutoLogOut=False>.

Field Trips

Parents and/or community members can attend field trips but must follow one of roles below.

- If a parent is going to care for their own child, volunteer registration is not required. Approval is up to the school Principal.
- If a parent/family member is serving as a chaperon, Parent/Family volunteer registration is required.
- If other adult volunteers serve as chaperons, they are required to complete CMSD Adult Volunteer Registration and will require a BCI/FBI check.
- All volunteer chaperones must serve under CMSD staff supervision.
- If chaperon duties are for "overnight" and/or "out-of-town" trips volunteers are required to register as an adult volunteer and complete a BCI/FBI check.
- All chaperones must be identified with a name tag with their full name indicated.

Grading

The approved District and school grading policy aligned with the report cards remains as follows:

A	100% – 90%
B	89% – 80%
C	79% – 70%
D	69% – 60%
F	59% – Below

Hours of Operation

School office hours: 7:15 am- 3:15 pm

Lost & Found

The lost and found is located in the main office. If your scholar(s) have belongings at the school that you would like to pick up, please call the main office 216.838.0900 and schedule an appointment.

[Media Consent Forms](#)

Medication Administration Procedures

The Cleveland Metropolitan School District has adopted the following policies in regard to medications at school:

- A signed permission form with all sections filled out completely by guardian and/or parent and physician. **Please receive and return from Nurse Marsh.**
- All medications must be in the original bottle with the current label.
- The school will accept a 2-week supply of medicine.
- If a half a pill is given, either you or the pharmacist must cut the pill.
- If there are any changes with the medication, dosage or time to be given a new medication form must be filled out completely and returned to school.

New Student Orientation

1. A calendar invite will be created by the Deans and shared with the parent/guardian(s), Principal, PCIA, Family Support Specialist and teacher(s).
2. After a student is registered, their schedule will be confirmed by administration; s/he will receive a copy of their student summary.
3. The student will receive their district-provided laptop/iPad.
4. The student and parent/guardian(s) will receive information that outlines the following: key aspects of the student handbook, summary of teacher(s) and classroom expectations, school staff and their roles, tour of school, electronic gradebook.
5. The student will sign the handbook issuance signature page and received by admin; another copy will be placed in the student's grade-level drawer.
6. The student will be assigned a "student buddy" who will help them acclimate to their new learning environment.

Nursing and Health Services

25-26 SY

- Mobile dentist September 18th-22nd and again on March 31st, April 1st and 2nd
- Flu shot Clinic September 26th (2:30-3:15)
- Vision first for Pre-K, Kindergarten, and First grade on October 27th
- Case Sealant Program for 2nd, 3rd 6th, and 7th grade on January 8th and 9th

Ever wonder if your child is sick enough to stay home or if he/she should be in school? Tired of them pulling that "Mom, I'm sick. I can't go to school or they will send me back home". Well here's an answer to your worries!!

From the Office of the School Nurse

Sick children belong at home. Here are some guidelines to make your decision easier.

IF YOUR CHILD TESTS POSITIVE FOR COVID: Please keep them home for 5 days from when they became ill. If feeling better, they can return on day 6 and wear a mask for the next 5 days.

SEND YOUR CHILD TO SCHOOL IF:

- Your child is **negative** for Covid
- Your child has a temperature of less than 100 F (without fever reducing medication)
- Your child has a slight, but not persistent cough
- Your child has a slight cold
- Your child has not vomited for 24 hours
- Your child has not had diarrhea for 24 hours
- Your child's conjunctivitis, or pink eye, has been treated for 24 hours
- Your child's skin rash has been treated for 24 hours
- Your child has a slight headache that has not been caused by an injury or fever
- Your child has a slight sore throat that is not worsening (or strep that has been treated for 24 hours)
- Your child has ringworm that has been treated for 24 hours: Please cover when returning to school

KEEP YOUR CHILD HOME IF:

- Your child has a temperature of 100 F or more within a 24-hour period
- Your child has a persistent cough
- Your child has a bad cold or virus with symptoms of nasal discharge and/or cough
- Your child has vomited within a 24-hour period
- Your child has a virus with vomiting, stomach cramping, or diarrhea, etc.
- Your child's eyes are red, irritated, itching, or painful
- Your child has a skin rash that is itching, spreading, or worsening
- Your child has a severe headache
- Your child has a bad sore throat or there is a sore throat with a rash

If your child becomes ill at school, the child is too sick to benefit from school or is contagious to other children, you will be called by the school nurse to come and take them home from school. Please be sure that arrangements can be made to transport your child home from school and that childcare is available in case of illness. If your student calls or texts telling you they are sick, please make sure they have been to the nurse and have them call you from the nurse's office. Call their doctor, if needed, for guidance.

Parent Advisory Committee (PAC)

The School Parent Advisory Committee's role is to provide advice and assistance to school administrators and educators related to the Academic Achievement Plan, programs, activities, resources and services in order to help the school attain its goal of providing each child with the best education possible. Committee may:

- Assist by providing input on the educational priorities of the school based on achievement data
- Offer advice on a variety of school issues (school climate, social-emotional learning, Title I, special education, ELL, attendance, extracurricular activities, etc.)
- Promote and encourage parent and community participation in the school
- Provide volunteers and fund raising activities to enhance the school experience for students
- Provide a communication link between the school and the community
- Help identify the concerns of students, parents, and community members and assist in developing solutions
- Parents or guardians whose children attend the school are eligible to serve as members of the advisory committee
- Meetings will be held on the following dates:

Physical Education Requirements

Students are required to complete one-half unit of Physical Education for graduation. Both elective and traditional Physical Education courses require a minimum of 120 hours of course instruction to earn one-half unit of credit.

School Visitation

At O. H. Perry, we recognize that safety is a high priority in CMSD. When children are in the care of the school, staff take necessary measures to protect students from harm, including contact with unsafe visitors. At the same time, because family involvement is extremely important for a student's success, we have established the following guidelines and expectations in accordance with the school district's School Visitation Policy for parents and guardians.

The compromise is to have a process that allows families to easily visit the campus while safeguarding against people who should not be on school property.

- **Check-in** – All visitors (regardless of the nature of your visit) must sign in at the main office and receive a visitor badge or pass through our visitor management system, which enables the school to electronically check the visitor against registered sex offender databases. Though you will need to provide your driver's license (or other government-issued ID), the process takes less than a minute.
- **Silent Observation** – If you want to observe your child while class is in session, please fill out the [parental observation request form](#). When observing the classroom, it is recommended that you limit your visit to 50 minutes or less so that students will not be distracted. Keep in mind that classroom observation does not take the place of parent-teacher conferences. No appointment is necessary for Open Houses, Parent Nights, or other school-sponsored events open to the public.
- **Breakfast/Lunch** – parents are welcome to visit the cafeteria and eat breakfast or lunch with their child. Enjoying a meal with your child at school is a great way to be involved with your child's daily school experience.
- **Specialized Meetings** – If a meeting is scheduled to address a concern, the meeting will take place in the office, a conference room, or other designated area and not in a classroom. The parent/guardian must first report to the office and will be escorted to the meeting place. (*exception: school/district-wide Parent Teacher Conferences). As our focus is on the academic success of each student at O. H. Perry, we ask that parents schedule times to meet with their student's teacher(s).
- **Early Dismissals** – If parents/guardians need to pick up their child before the regular dismissal time, they should call or notify the school officer (in writing) first, before 1:00. Parents/guardians may not go directly to the classroom to pick up their child. Your child will be called down to the office for early dismissal.

- **Classroom Parties/Celebrations** – We encourage students to be open to various types of celebrations. However, we ask parents not to send birthday or other party invitations to be distributed in the class unless the entire room is included. Please make arrangements with the teacher in bringing treats for the class. We ask that there is enough for each student in the class to receive a treat. Additionally, many students have food allergies that can be potentially deadly, due to this fact we ask that all treats be “nut” free and “chocolate” free. Parents/guardians are welcome to be a part of this in-class celebration at the designated time.
- **Disruptive Visitors** – If a visitor engages in disruptive or inappropriate behavior, the school administrator(s) may restrict or deny future visits. In such a case, the school administrator(s) will meet with the visitor and present this decision in writing.
- **Become a Volunteer** – We welcome parents and community members to volunteer in our school. We will need to make certain that the proper documentation is obtained. This will include adhering to the CMSD Volunteer Guidelines and Registration. These guidelines and registration can be found [here](#).

These protocols have been developed to have clear expectations for our visitors and to continue to provide a safe environment for our students, staff and parents.

Technology

The Children's Internet Protection Act (CIPA) requires school districts that receive federal funds to purchase computers, direct access to the internet under the Elementary and Secondary Education Act or receive universal E-rate service discounts and internet services under the Communications Act to adopt implement and maintain computer use policies to prevent students from viewing objectionable material that address these issues:

- Access by minors to inappropriate matter on the Internet and World Wide Web
- Access by both adults and minors to visual depictions that are obscene, child pornography on the Internet and World Wide Web;
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors
- Educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying.

Parent & Student Handbook Sign Off

Complete this form to acknowledge that you have received a copy of the staff handbook.

I have received a copy of the Oliver H. Perry PreK-8 Parent and Student Handbook of Policies and Procedures for the 2025-2026 school year.

Please review the handbook with your child and make sure that all rules and regulations are understood. This is to ensure that you and your child/ren are fully aware of the rules they will follow, while attending Oliver H. Perry. Please read and return within 10 days of enrollment.

Student Signature

Date

Parent Signature

Date

Please continue to review the handbook on your own and refer to it throughout the school year. If you have any questions about the policies and procedures, please speak with the administration.

Brittani Irvin, Principal

Ron Ellis, Assistant Principal