

Cleveland Early College High School



Parent and Scholar Handbook & Code of Conduct 2024-2025

Office Hours 8:00 a.m. - 3:00 p.m.

Phone: 216-838-8250

2075 Stokes Blvd.

Cleveland, Ohio 44106



Message from Leadership

Dear Early College Scholars,

We hope this letter finds you well and rejuvenated after a much-deserved summer break! As we begin another exciting academic year, we want to extend a warm and hearty welcome back to school. Our halls are buzzing with anticipation, ready to embrace the learning, growth, and camaraderie that await each one of you.

In the coming months, you will encounter challenges, opportunities, and moments of inspiration. High school is a time of exploration and self-discovery, and we encourage you to dive into your studies with enthusiasm and curiosity. Remember, learning extends far beyond the classroom walls, and every experience contributes to your personal growth.

This academic year, we aim to foster an inclusive and compassionate community where every scholar feels valued and respected. We encourage you to be kind to one another, lend a helping hand to those in need, and stand up against injustice. Together, we can build a safe and nurturing space for everyone to thrive.

As you embark on this journey, we urge you to **set goals for yourselves**. Whether they are academic, extracurricular, or personal, goals give us direction and purpose. Embrace challenges with determination, learn from setbacks, and celebrate your accomplishments, big or small.

Let us not forget the power of perseverance and the value of a growth mindset. Mistakes are steppingstones to success, and your willingness to learn from them will define your resilience.

Finally, I want to emphasize that our doors are always open. If you encounter any difficulties or have concerns, do not hesitate to reach out to your teachers, counselor, or any staff member. We are here to support you and guide you on your educational journey.

Once again, welcome back to school! Let us make this year one filled with growth, laughter, and memorable moments. Together, we can create an extraordinary school year.

Welcome back,

Mrs. Starr & Ms. Lecorchick

Statement of Equity and Inclusion

At Cleveland Early College High School and all Cleveland Metropolitan Schools, we believe that equity and inclusion is an essential call to action, a catalyst to ensure value and appreciation among all our employees, so we may be fair and welcoming now and in the future. It is necessary to foster practices that address the lack of awareness and understanding of differences and to gain buy-in from our entire workforce and the community we serve. It requires truthfulness, definition of terms and a customized message for our employees to create and promote an inclusive mindset. It requires the continuous development and capacity building of our employees to better engage and meet the needs of our students and their families. It will be realized when each person can fully and comfortably be themselves at work regardless of their race, ethnicity, national origin, religion, sex, ability, age, citizenship status, sexual orientation, gender-identity or expression, socio-economic status, title or other dimensions of identity.

School Overview

At Cleveland Early College we believe in the foundational knowledge acquired by study, the value of academic dialogue, and the need for the curious minds of our young people to belong to a kind, creative, diverse, and joyful community. We challenge our students to engage deeply in learning, appreciate one another, and grow into adults who are intellectually fearless, ethically grounded, and generous of heart and spirit.

LEADERSHIP

The school's highly skilled staff and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns:

- ❑ Staci Starr, Principal
staci.starr@clevelandmetroschools.org
- ❑ Nancy Lecorchick, Assistant Principal
nancy.lecorchick@clevelandmetroschools.org
- ❑ Jennifer Maxwell, Counselor
jennifer.maxwell@clevelandmetroschools.org
- ❑ Lessiah Richardson, Secretary
lessiah.richardson@clevelandmetroschools.org

Other important emails:

- ❑ Jerrald Goodloe, Say Yes Coordinator
jgoodloe@sayyescleveland.org
- ❑ Ipek Ergonenc, College Now
iergonenc@collegenowgc.org

CECHS Daily Schedule

7:30am	Doors open (Students are to report to breakfast)
8:00-9:30	Block 1
9:35-10:30	Block 2
10:33-11:13	Lunch
11:15-11:50	Block 2
11:55-1:25	Block 3
1:30-3:00	Block 4
3:00pm	Dismissal

Parent Involvement and Communications

JupiterEd

JupiterEd is CECHS's main communication platform for both parents and students. Continual access is vital for successful communication to and from school. Usernames and passwords will be provided to parents and students during the Back-to-School Meet & Greet events.

Parent Conferences

Formal parent/teacher conferences are scheduled two times per school year to facilitate open communication between parents and teachers regarding students' progress. Refer to the school newsletter and/or calendar for specific dates.

Early College maintains an open-door policy, and parents are encouraged to reach out with concerns or general information. We do ask that parents notify the office upon arriving to the school for a visit to a classroom to keep disruptions to a minimum. Informal conferences or conversations are encouraged and should be scheduled with teachers or school leaders ahead of time throughout the year.

Progress Reports and Report Cards

Progress can be accessed by parents through both Schoology (ongoing) and PowerSchool (every 3 weeks) and will provide specific information about student progress in each subject. Parents will receive report cards with cumulative data on their children's performance and progress through this online access.

Textbooks, Supplies, Yondr Bags and Laptops

Cleveland Early College furnishes textbooks and instructional materials that remain school property. We are also a 1 to 1 school meaning each scholar has been provided a device. Parents may be required to reimburse the school for lost or damaged books, and/or property damage done to laptops or school issued devices. General school supplies will be provided to students at our Back-to-School events. Other supplies may be required. Individual teachers will send home a list of such supplies, if needed.

Replacement of Digital Device

- First Incident: a second device will be provided by the District without requiring a fee
- Second Incident: the District will require the student and guardian attend a device care webinar or pay a \$50 fee for the device
- Third Incident: the District will require intervention for a fourth device replacement from a School Support team. The School Support team will recommend the best approach for supporting the student and family with access to a device, which may include in-school device use only or purchase of a device.
- Exception: if a device is damaged, and it is determined the device was intentionally damaged, the student will be responsible for the full cost of the device. Intentional damage will be determined by the School Building Administration. Examples of intentional damage include, but are not limited to:
 - throwing your laptop onto the ground
 - stomping on your laptop/kicking your laptop
 - putting your laptop under water
 - If there is a delay in providing a replacement device, please work with your school administration for an alternative method until another device is provided.

Replacement of Chargers

- First Time: the accessory will be replaced without charge for the first incident during a school year.
- Second Time: a \$10 fee will be charged for subsequent replacements.

Replacement of Lost or Damaged Yondr Bag

- Either the pouch will need to be replaced or the device(s) will need to be turned into administration daily and kept in the office for the remainder of the day. A replacement fee of \$30 will be charged.

Money and Valuable Property

Students are encouraged to leave all money and other personal valuable property at home or locked in your school issued locker. **The school assumes no responsibility for the loss or theft of such articles.**

Cell Phone Policy

Personal electronic devices are not to be used during the academic school day. Every student is assigned a personal Yondr Pouch. While the Yonder pouch is considered school property, it is the responsibility of each student to bring their pouch with them to school each day and to keep it in good working condition.

The purpose is to ensure that disruptions and interference of the instructional academic climate of the school does not occur. Text messages and photo transmissions are covered by the policy. Students who violate this policy shall face disciplinary action by the administration including confiscation of the cell phone or other type of electronic devices as outlined below.

The “academic school day” is defined as the start of the school day and throughout the day until the last hour/bell is over. Students are permitted to use cell phones only during the following times: before and after school hours outside or inside the school building and at after-school or sports activities, only with the permission of the coach, instructor, or program director.

Daily Process

As students arrive to school, they will:

1. Turn off their cell phone and smart watch
2. Before entering the building, place their phone and smart watch inside their Yondr pouch.
3. Place their filled Yondr pouch on top of their bookbag and send through security scanner.
4. Lock the pouch in front of school staff
5. Store their pouch in their backpack for the day
6. This process may take a few minutes. **You are responsible for getting to class on time with a secured pouch.**

During the School Day:

1. Keep your phone and smart watch inside your Yondr Pouch for the duration of the school day.
2. If you leave school grounds for an appointment, or an event, unlock your pouch upon leaving and lock it upon re-entry.
3. You may not access your phone or smart watch during the school day anywhere on school grounds unless you are leaving school grounds.

*Students leaving early can unlock their phone in the Main Office or Security

End of School Day:

1. When your school day ends, unlock your pouch using the unlocking base.
2. Remove your phone and smart watch from your pouch.
3. Empty pouch and place it in your backpack for the next day.
4. Students are allowed to use their phones on school grounds after school ends at 3:05pm UNLESS you are required to attend after-school detention or credit recovery classes.

Unmet Expectations

Each of the following violations will result in the student's phone and/or pouch being confiscated by school staff and will follow the consequences shown in the chart below.

1. If a student's phone is visible during the day (a student is found using their phone, a phone is not in a Yondr Pouch, etc.)
2. Physical damage to the pouch in an attempt to circumvent its intended purpose. (Ex. Inappropriate markings, holes, bent pin, stripped lock, etc.)
3. Losing the pouch.
4. Damaging or taking someone else's pouch.
5. Using a phone anywhere on school grounds during school hours.

Violations

The teacher will refer the student to building administration. Breaking the cell phone policy will result in one of the following corrective actions:

- Written notification to the student's parent, guardian, or legal custodian by the building administrator, and/or
- Confiscation of the cell phone or electronic device until end of the school day or until the student's parent guardian, or legal custodian comes to the school to retrieve the cell phone or electronic device.

Refusal to turn in or store a cellular phone or electronic device to school personnel attempting to collect, store, or confiscate it pursuant to this policy constitutes a Level 2I offense.

Repeated or chronic violations of the cell phone and electronic device acceptable use policy constitute a Level 2Q offense.

In rare cases, students who chronically violate this policy even after attempts by the school to resolve the concern through communication with the student's parent, guardian, or legal custodian may be subject to confiscation of their cell phone or electronic device by a building administrator until the end of the academic year.

Use of cell phones or other types of electronic devices to take pictures is not permitted on school property without the expressed consent of the administration and the expressed consent of the individual whose photo, picture, or electronic image is taken.

Yondr Emergency Protocol

We want our students to be engaged in their learning. Students are in possession of their phone, in their Yondr Pouch, for the entire school day. We will advise students to store the pouch in their backpack. In case of an emergency at home, parents or guardians can contact their child during the school day by calling the Main Office at (216) 838-8250.

In the case of a school emergency (i.e., Perimeter Lockdown), we direct our students to safety first, following our school emergency protocol. All parents will receive notifications from our school-wide communication system, JupiterEd.

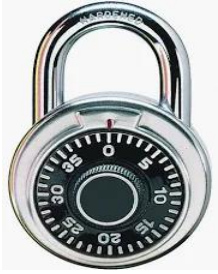
In case of a medical emergency, we have a school nurse on site in our Nurse's Office.

Parents/Guardians of a student who experience a medical emergency are notified by the school nurse and/or an Administrator.

Locks

Students are responsible for bringing a combination lock (see approved type pictured) for use on their locker. It is the student's responsibility to provide the following to their designated teacher:

1. Locker Number
2. Lock combination
3. Lock serial number



School Uniforms

****Seniors are exempt from dress code, unless minimum dress code requirements are not followed!**
See below.

Cleveland Early College Spirit Store:

<https://sideline.bsnsports.com/schools/ohio/cleveland/cleveland-early-college-high-school>

To help create an environment conducive to learning, students at Cleveland Early College are required to follow the dress code. Our Dress for Success policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important.

*** Students who violate the dress code will be subject to disciplinary action in accordance with the student rights and responsibilities handbook.*

Minimum Dress Code Requirements for Seniors:

NO Shorts

No Crop Shirts

No Tank Tops

NO Strapless Shirts or Dresses

NO Short Skirts

NO Hats, Hoods, Wave Caps or Bonnets

NO Open-Toe Shoes

General Guidelines/Acceptable Dress Code Attire:

SHIRTS/TOPS

- Solid white, **royal** blue, or gray shirts (no sheer shirts allowed), polo shirts, crew neck sweatshirt, button-down, V-neck or turtleneck style. Please refrain from wearing items with designs/logos larger than 1 inch in diameter (EX, small polo or Izod logos are ok. Screen printed words and designs larger than a small logo are not.) ****Please note that the underlying guidance for our policy is professional dress. This does not include sheer shirts, crop tops, undershirts, or the like. Your choices should reflect the distinguished scholars that you all are. Please be sure to wear **royal** blue shirts, not navy blue. It is my hope that our choices reflect our school pride and the Early College colors: solid white, **royal** blue, and gray.**
- Black, white, royal blue or gray (solid) cardigans/sweaters may be worn over the shirt.
- Early College hoodies(only)/Early College shirts/Early College tops can be worn at any time. Once entering the building, hoods will remain down. *If the hood goes up at any time while in the building, the privilege to wear the Early College hoodie(only) will be taken from said scholar.* This is a safety concern

that will be taken seriously; therefore, all scholars will strictly adhere to this policy. Hoodies that are not **Early College** gear will NOT be allowed.

PANTS/BOTTOMS

- PLAIN blue denim pants (no tears, cuts, or slits), solid black or khaki loose-fitting pants or knee length/Bermuda shorts (regular shorts are prohibited)
- Solid denim, black or khaki skirts, knee length or below.
- Shoes may be flat, athletic, casual, or dress shoes with heels no higher than 1 inch. No slides or flip flops.
- Headbands of any color may be worn ONLY if they are less than 2" in width. Headbands that are not within these guidelines are not allowed. Hats, scarves, hoods, and wave caps (or any similar item) are prohibited with the exception of religious items.

SPECIAL CONSIDERATIONS

- College Credit Plus Students - The school has purchased a specially designed hoodie for every enrolled CCP student that can be worn any day of the week. Students will be able to update their CCP hoodie with CCP patches every time they pass one of their CCP classes! As students earn patches, they can be pressed onto their CCP hoodie in our first ever CECHS spirit store!!!
- Student Athletes – Please adhere to the regular dress code at all times. John Hay athletics jackets, sports uniforms, warmups etc. can be worn on game days only.

OUTERWEAR

- All outerwear (hats, hoodies, coats, jackets, scarves, ,gloves, blankets, etc.) must be maintained in the student's locker during the school day. These items are not permitted to be worn be worn at all while in the building and will not be permitted in classrooms (includes hallways and in between classes).

Violation of Dress Code:

(Parents are responsible for bringing a change of clothes)

1st Offense: Verbal Warning & Parent Phone Call

2nd Offense: Parent Phone Call, Isolation Until Change of Clothes Has Been Received

3rd Offense: Chronic Issue; Meeting w Admin Team Needed In Order to Find a Resolution

Attendance

Point of Entry

Students are expected to enter the building from the Stokes Boulevard entrance. You must go through security upon entering the building.

Tardiness

Instruction at Early College begins **promptly at 8:00 a.m.**, and it is critical that all students be prepared to begin instruction on time. Students may enter the building beginning at 7:30 a.m.

Any student arriving after 8:00 a.m. must report to the 2nd floor main office for a tardy pass. The student will be considered tardy, and the incident will be recorded. Being at school on time in the morning and staying in school until the end of the school day is central to receiving a quality education.

Breakfast and Lunch

Students are advised to refrain from sharing food with other students to minimize the spread of viruses and the risk of allergic reactions.

Students will clean up their areas after eating in order to ensure the next lunch has a clean dining hall.

Students are NEVER allowed to door dash or purchase lunch through any type of delivery service. If you do so, security will not allow the driver to enter the building. This is considered a serious safety violation and will be handled as such.

Health and Safety

Students' health and safety is the school's foremost concern. The following information describes the precautions taken to protect the well-being of all students. If your child has any specific health, safety, or security needs, please inform the school so that appropriate accommodation can be made.

Medication

The principal, student's teacher, and nurse must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a consent form from the school nurse completed by parent/guardian. All medication must be brought to the nurse's office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage. If medication needs to be administered to the child when the nurse is not present, a staff member trained by the nurse will administer the medication.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.

Accidents

The principal or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, **it is especially crucial that the school has working phone numbers for students' parents/guardians and for alternate contacts in the event that a parent is unavailable. Please be vigilant in keeping the school's records for your child up to date.**

Fire Drills/Evacuations

The school will have at least one fire drill per month within school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no

one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

Early College High School Behavior Standards

All rules/standard interpretation will be left to the discretion of school administration.

At Cleveland Early College, we expect all students to hold themselves to the highest standards of academic and personal behavior. Students will follow all regulations from the CMSD Student Code of Conduct Handbook. Students and families should refer to the handbook for all expectations as well as infractions (including levels of infractions) that may result in discipline actions.

Early College High School Progressive Disciplinary Protocol

The following outlines Early College High School Progressive Disciplinary practices:

Tier 1 Referral: After School Detention**/Student Teacher Conference/ Parent Contact

Tier 2 Referral: 1-3 days Planning Center/Parent Contact required before student returns to school

Tier 3 Referral: 1-5 days OSS/ Parent Conference with school administration required before student returns to school.

Tier 4 Referral: 1-10-day OSS/ Student will be referred for long term suspension or expulsion and/or transfer from Cleveland Early College.

If a student commits an offense that is considered critical, they will automatically move to Tier 4 of the protocol. Please refer to the CMSD handbook for a list of Tier 4 offenses.

School Transportation Policy

RTA

All students who registered for transportation will receive an RTA card issued by the transportation authority and CMSD Safety and Security. Once registered, students can pick up their cards in the main office located on the second floor. **Replacement cards should be requested from Safety and Security office located at the East Professional Center.**

All students are subject to RTA rules and regulations. Any violations of their policies will be prosecuted at the discretion of the Transit Authority. School consequences could be enforced should the situation be necessitated.

Student Expectations:

Staff members follow, model, teach and re-teach each of these behavior expectations.

All classrooms will remain safe and orderly, provide students with a supportive learning environment and maintain a high level of academic functioning. Students and staff are expected to follow the school-wide expectations and rules in order to facilitate this belief.

Students will be taught the school-wide expectations and rules. Students will be given opportunities to practice these rules in a variety of settings. All staff should adhere to these expectations and rules in order to provide consistency and structure. The expectations and rules should be reviewed as needed.

Students should always refer to their current CMSD Student Code of Conduct for any district wide information or concerns.

Signature Page

I have received a copy of the 2024-2025 school dress code guidelines for Cleveland Early College High School.

Student Name (Please Print) _____

Date _____

Grade Level _____

Student Signature _____

I have received a copy of the 2024-2025 Parent & Scholar Handbook for Cleveland Early College High School.

Student Name (Please Print) _____

Date _____

Grade Level _____

Student Signature _____

I have received my school issued computer.

Student Signature _____