

# **Cleveland Early College High School**



## **Parent and Student Handbook & Code of Conduct 2023-2024**

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

**Phone: 216-838-8250**

**2075 Stokes Blvd.**

**Cleveland, Ohio 44106**



## Message from Leadership

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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, I 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, counselors, 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,  
School Leadership Team

## **Statement of Diversity**

Cleveland Early College High School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admission policies, and other school-administered programs.

## **School Overview**

### **LEADERSHIP**

The school's highly skilled 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 at the following numbers:

- ❑ Staci Starr, Principal  
Staci.starr@clevelandmetroschools.org
- ❑ Matt Harris, Assistant Principal  
matthew.harris@clevelandmetroschools.org
- ❑ Jennifer Maxwell, Counselor  
Jennifer.maxwell@clevelandmetroschools.org

Other important emails:

- ❑ Channon Cotton, Say Yes Coordinator.  
Channon.cotton@clevelandmetroschools.org
- ❑ Cathy Thomas-Hrynko, Secretary  
Cathy.thomas@clevelandmetroschools.org

## **DAILY SCHEDULE**

7:30	Doors open <b>(Students are to report to breakfast)</b>
8:00-9:30	Block 1
9:35-10:35	Block 2
10:35-11:15	Lunch
11:20-11:50	Block 2
11:55-1:25	Block 3
1:30-3:00	Block 4
3:00	Dismissal

# Parent Involvement and Communications

## 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 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 reports will be sent to parents during the school year to provide specific information about student progress in each subject. Parents will receive report cards with cumulative data on their children's performance and progress.

## Textbooks, Supplies, and Laptops

Cleveland Early College furnishes textbooks and instructional materials that remain school property. We are also a 1 to 1 school meaning each person 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. All students will need to be supplied with pencils and paper. Other supplies may be required, and teachers will send home a list of such supplies.

## 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

Under any circumstances should students have their cell phone out during class instruction or in transition to locations within the building.

1<sup>st</sup> offense: Verbal warning asked to put device away.

2<sup>nd</sup> offense: Staff member takes phone, notes in PowerSchool. Student receives referral and is eligible to get phone at the conclusion of class.

3<sup>rd</sup> offense: Student who loses phone privilege must turn phone into Mr. Harris upon arrival and can retrieve phone at conclusion of the day. Parents will be notified.

**Students will be free to use their phones during Breakfast and Lunch**

## Locks

Students are responsible for bringing a combination lock for use on their locker. It is the student's responsibility to provide the following: 1. Locker Number 2. Lock combination 3. Lock serial number

### **Candy, Gum, and Toys**

Students may not bring candy, gum, food, drinks, toys, and other non-school related items to class. The student assumes responsibility for any items brought from home and they must be kept in their locker. Toy weapons are strictly prohibited.

### **School Uniforms**

To help create an environment conducive to learning, students at Early College are required to follow 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.

## **See Appendix A for explicit school uniform policies**

## **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 2<sup>nd</sup> 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 good education.

## **Breakfast and Lunch**

**All students can receive free breakfast and lunch, however, any students wishing to receive` must submit a Free and Reduced Priced Meals Application.**

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

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.***

## **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 completed by parent. All medication must be brought to the 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 principal is not present, a staff member trained by the principal 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 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 the principal.

Students will follow all regulations from the CMSD Student Code of Conduct Handbook and Early College school handbook.

Students will work on their own assigned material and activities at all times. Students will refrain from sleeping, distracting other students, disrupting the learning environment. Academic dishonesty is not tolerated and will be subject to review with teaching staff, parents, and school administrators.

Students will refrain from producing or being in possession of any drawings or making/preforming any handshakes or gestures pertaining to gangs, sex, weapons, or drugs on school property.

Students will remain in their assigned area unless they have their supervising adult's permission.

Students will refrain from any inappropriate touching of other students/adults. This includes but is not limited to horse playing, hitting, brushing, hand holding, hugging, kissing, fondling, and other displays of affection.

Students will adhere to the Early College High School Dress Code at all times. All students will be given warning for violation of dress code which will include communication to parents in regard to limiting future violations.

Students will not use inappropriate language and/or voice towards adults or peers. This includes but is not limited to slurs (regardless of race, gender, sexual orientation, religion, or creed), profane language, and sexual innuendos.

Students will refrain from bullying. This includes but is not limited to taunting (verbal/nonverbal), physical or verbal aggression, name calling, teasing, and intimidation.

Students will be on time. Loitering outside the building after hours will not be permitted. Once the student arrives at school, he or she will report immediately to their appropriate location.

Students are not permitted in any staff areas within Early College High School without being escorted by a staff member.

Students will only use computers for academic purposes (research, test prep, teacher assigned projects/websites, etc...) Inappropriate websites/computer usage includes but is not limited to: importing, exporting, viewing, distribution, printing, or creation of inappropriate, illicit, or illegal materials including pornography, and materials demeaning another person or containing lewd, profane or vulgar words, gestures or action or any records, social network sites such as Facebook, Kick, Instagram, and files or material which the student should not have access.

Students will comply with reasonable directions or commands of teachers, paraprofessionals, substitute teachers, principals, administrators, bus drivers, or other authorized personnel when on school grounds, or while under school supervision.

Students will comply with questions or reasonable searches by school personnel. This includes but is not limited to purses/handbags, wallets, and binders.

Students will demonstrate the ability to resolve conflicts without physical and/or verbal misconduct.

**Violation of Dress Code: (Parents are responsible for bring a change of clothes)**

1<sup>st</sup> offense: Verbal warning and Parent Phone Call

2<sup>nd</sup> offense: Parent phone call, Isolation until change of clothes has been received.

3<sup>rd</sup> offense: Chronic issue; meeting with admin. team needed in order to find resolution.

**Violation of Cellphone/Electronics:**

1<sup>st</sup> offense: Verbal warning asked to put device away.

2<sup>nd</sup> offense: Staff member takes phone, notes in PowerSchool. Student receives referral and is eligible to get phone at conclusion of class.

3<sup>rd</sup> offense: Student loses phone privilege must turn phone into Mr. Harris upon arrival and can retrieve phone at conclusion of the day. Parents will be notified.

**Tardiness:**

1<sup>st</sup> -3<sup>rd</sup> offense: Phone Call to parent

4<sup>th</sup> offense: Placed on Tardy Contract, referral to School Counselor and School Social Worker

5<sup>th</sup> offense: 1 day Out of School Suspension

**Classroom Disruption:**

1<sup>st</sup> Offense: Verbal warning to student

2<sup>nd</sup> Offense: Written referral to student, parent contact, and administrator conference. After school detention

3<sup>rd</sup> Offense: Mandatory Parent Conference placed on Behavior Improvement Plan

4<sup>th</sup> Offense: Out of School Suspension (1-10 days)

## **Early College High School Progressive Disciplinary Protocol**

The following outlines the Early College High School Progressive Disciplinary Protocol:

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

Tier 2/Referral: 1-3 days OSS/Parent Conference required before student returns to school; Develop a behavior contract.

Tier 3/Referral: 5 days OSS/ Parent Conference with mediation team required before student returns to school.



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

\*\* If the student is unable to stay for after school detention, it must be made up within 1 school day, if they do not, they will receive a one day out of school suspension. \*\*

Prior to Tier 3, students and parents will be asked to meet with the Administrative Team to discuss the student issues.

If a student commits an offense that is considered critical (listed below), they will automatically move to Tier 4 of the protocol.

## **Critical Behavior Offenses:**

A student shall not possess or attempt to possess, buy, or attempt to buy, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, anabolic steroid, or any drug requiring a prescription and, or substance represented to be a drug.

A student shall not possess, consume or be under the influence of any alcoholic beverage of any kind or any substance represented to be alcohol.

A student shall not sell, attempt to sell, transmit, or attempt to transmit drugs or substances represented or thought to be drugs by the buyer, on school property, or at a school function, or on any property used by the school with the permission of the owner or within 1000 feet of school property.

A student shall not possess, use, sell, transmit, or solicit, or attempt to possess, use, sell, transmit or solicit any drug-related paraphernalia which includes, but is not limited to pipes, water-pipes, clips, rolling papers, or any other items directly related to drug use.

A student shall not possess, handle, or transmit a knife with a blade less than 2 inches in length, an ice pick, or any other bladed instrument unless authorized by the teacher.

A student shall not possess, handle, or transmit any firearm. A firearm is considered to be any weapon (including a starter gun, shotgun, stun gun, taser or other hunting or sporting gun) which will or is designed to or may be readily converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device, including, but not limited to, bombs, grenades, rockets, mines, or any other explosive material. Antique firearms are not included in this term when used for class work as authorized by the teacher.

A student shall not possess, handle, or transmit any object which could reasonably be considered a weapon, to include but not limited to such items as dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, any bat, club, or other

bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchaku, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having a least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. Explosives are defined to include bullets of any type, firecrackers, caps, or cap pistols, smoke or odor bombs, BB, or pellet guns, loaded canes or sword canes, or machetes. This paragraph excludes any of these instruments used for classroom work as authorized by the teacher.

A student shall not indecently expose himself or herself or engage in any inappropriate heterosexual or homosexual act on school property, during school functions, or on any property used by the school with permission of the owner, or while under school supervision.

A student shall not engage in any form of inappropriate bodily contact or display of affection.

A student shall not engage in inappropriate activities such as mooning (pulling one's own pants down) or inkling (pulling another student's pants down).

A student shall not engage in sexual harassment toward any person on school property, or at a school function, or on any property used by the school with permission of the owner. Sexual harassment may include, but is not limited to, unwelcome:

- A. verbal harassment of a sexual nature or abuse.
- B. pressure for sexual activity.
- C. sexually motivated or inappropriate patting, pinching, or physical contact; and,
- D. behavior, verbal or written words or symbols directed at an individual because of gender.

Student will refrain from any intentional physical contact that causes injury to another person.

## **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.

**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 are expected to follow, model, teach and re-teach each of these behavior expectations.

All classrooms must 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 on a daily basis.

**Students should always refer to their current CMSD Rights and Responsibilities booklet for any district wide information or concerns.**

## **Appendix A**

*Cleveland Early College High School*

Dress Code Guidelines

2023-2024 School Year

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*Please note that these guidelines must be adhered to strictly. Students who violate the dress code will be subject to disciplinary action in accordance with the student rights and responsibilities handbook.*

#### General Guidelines/Acceptable 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 color scheme... solid white, royal blue, and gray.*
- **Black, white, royal blue or gray** (solid) cardigans/sweaters may be worn over the shirt (no designs, stripes, or print is allowed on the sweater). **NO HOODIES!**
- **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 will be taken from said scholar. This is a safety concern; therefore, all scholars will strictly adhere to this policy. Hoodies that are not Early College gear will NOT be allowed.**
- **Cleveland Early College Spirit Store**  
<https://sideline.bsnsports.com/schools/ohio/cleveland/cleveland-early-college-high-school>

#### 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

- STNA program students – Will be allowed to wear their lab attire and shoes any day of the week.
- Fridays – Campus-wide spirit day. Wear uniform attire OR John Hay/Early C shirts and denim.
- **The school will purchase each student 1 spirit wear item that can be worn any day of the week. (This may not occur until after the school year has started.)**
- Student Athletes – Please adhere to the regular dress code at all times. John Hay athletics jackets, sports uniforms, warmups etc. can be worn on Fridays.
- **Juniors and Seniors with only 1 class on campus must adhere to the uniform policy.**

## OUTERWEAR

- All outerwear (hats, hoodies, coats, jackets, scarves, gloves etc.) must be maintained in the student's locker during the school day. These items cannot be worn at all while on campus and will not be permitted in classrooms (includes hallways and in between classes).
- Uniform must always be worn under any approved outerwear (sweaters and school-approved/logo jackets)
- Please be sure that the student has a **uniform-friendly sweater** during winter months. No outerwear other than the allowed solid black or white sweater or school-designated items will be allowed in the classroom. **NO EXCEPTIONS.**

## DISTRICT-WIDE GENERAL DRESS GUIDELINES

Please see the attached district guidelines. **These should always be adhered to in addition to our school-specific guidelines.**

**Anything not listed as acceptable in the general guidelines (above) is always considered strictly prohibited while in the building. Students are expected to be fully dressed in a cceptable dress code when they arrive. Durags and scarves will need to be removed before entering the school. Prohibited items:**

- No open toe shoes, slides, flip flops, or sandals.
- No leggings/jeggings.
- No designs, stripes, cuts, tears, or print is allowed on shirts, sweaters, or pants.
- **NO JEGGINGS. Capris, athletic pants (including pants with stripes down the side), sweatpants, shorts, and leggings are not permitted. Any pant color other than khaki and black is not permitted.**
- **NO HOODIES!**
- Pants with holes, slits, or tears.
- Spirit-day T-shirts not reflecting John Hay or CECHS
- Sheer or low-cut blouses, cropped tops revealing mid-riffs, and ruffles of any kind.
- Hats, scarves (**except for religious purposes**), hoods, durags or wave caps. Please remove them at the main entrance check-in point.

Additional dress down days are a privilege. We will clearly notify students and parents of these days. If not notified, assume it is a regular uniform day. Students are expected to arrive at school in their uniform.

**Dress Code Signature Page**

I have received a copy of the 2022-2023 school dress code guidelines for Cleveland Early College High School.

Student Name (Please Print) \_\_\_\_\_

Date \_\_\_\_\_

Grade Level \_\_\_\_\_

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