



Important Information and Reminders

School Begins

The first day of school is **Monday, August 13, 2018**. Our first class begins at **8:00 AM** with dismissal at **2:30 PM**. Scholars will be permitted to enter the building, beginning at 7:30 AM, where they will remain in the cafeteria until 7:50 AM. Breakfast will be served, during this time. **STUDENTS WILL NOT BE PERMITTED TO LOITER IN THE PARKING LOT OR IN ANY UNAUTHORIZED AREA ON CAMPUS**. Any scholar entering campus *after* 8:00 AM, will be marked tardy and will need to report to the main office for a tardy pass in order to enter the classroom. **We always suggest students arrive at 7:40 to ensure they receive their breakfast and have time to go to their locker and get to class before the 8:00 late bell.**

As you are aware, student safety continues to be a high priority at Max Hayes, therefore, we will closely monitor the premises. In the interest of security and safety for students and staff, we ask that all parents/guardians and visitors enter through the main office of the school to check in and receive a visitor's pass before visiting any parts of the campus.

STUDENT ABSENCES/TARDIES

Please be sure to call the **office** at 216-838-9400, on days your scholar will be absent or tardy to school. **Reminder: Only a tardy with a doctor's note is excused. All other tardies are marked unexcused.** Please review the Attendance Policy in the Student Code of Conduct booklet.

FAMILY NIGHT

We invite all scholars and their families to join us, at the Max Hayes campus, on Thursday, August 9, 2018, from 4:30 PM – 6:30 PM.

4:30 PM – 5:00 PM	Registration
5:00 PM – 5:30 PM	Welcome and Informational Meeting
5:30 PM – 6:00 PM	9th Grade Orientation
6:00 PM – 6:30 PM	Athletics Meeting

IMPORTANT MEETING ABOUT ATHLETICS

If your scholar would like to participate in any sport this school year, please be advised that they **must** have a current physical and parents **must** attend a **MANDATORY PRE-SEASON** meeting. The date and time of the pre-season meeting will be forthcoming.

STUDENT SCHEDULES

Scholars' schedules are **NOT** mailed. Scholars will receive their schedules on the first day of school, during first period if they do not attend Family Night on Thursday, August 9th. A list of scholars and their first period class will be posted in the cafeteria the first week of school. **Scholars will be provided with instructions on how to correct their schedules, if they are incorrect, at this time.**

COURSE DROP/ADD DEADLINE

Class scheduling for the 2018-19 academic school year was completed during the summer. Scholars are expected to attend the classes according to their Spring course request. Changes will be made, following the proper protocol, if:

- a scholar is misplaced or fails a required course the previous year
- a scheduling error or master schedule conflict occurs where a requested class is no longer available
- classes/requests are missing, or a summer school class is completed

Counselors will contact anyone for clarification of the above situations. Many classes are full and closed to additional enrollment.

STUDENT EMERGENCY FORMS

The State of Ohio requires that all students have an emergency medical form on file for a child to attend school. Therefore, all students must turn in the enclosed Student Emergency Form. We

encourage that all medical forms are returned during Family Night to receive your scholar's schedule prior to the first day of school, or is brought in on the first day of school by your scholar, if they do not participate in Family Night. **If your scholar's medical form is returned by Thursday, August 31, 2018, your family will be entered into a gift-card-giveaway!**

CREATING THE SCHOOL CLIMATE

The first days of school will be focused around creating the Max Hayes climate and culture. Students will engage in activities to build school spirit and instill a sense of pride that we hope will result in better attendance, grades and a positive school culture. These activities will occur both on and off campus. Class advisors, counselors, and administrators will also be meeting with each class during the first week of school. The purpose of these meetings is to discuss school culture, behavioral expectations, and to address particular needs of each grade.

WHO ARE YOUR ADMINSTRATORS AND GUIDANCE COUNSELORS?

Leader	Name	Phone	Email
Principal	Christopher Scarcella	(216) 838-9404	Christopher.Scarcella@clevelandmetroschools.org
9 th Grade Academy Leader	Mr. Kyro Taylor	(216) 838-9453	Kyro.Taylor@clevelandmetroschools.org
Transportation Academy Leader	Ms. Theresa Lockhart	(216) 838-9482	Theresa.Lockhart@clevelandmetroschools.org
Manufacturing and Construction Academy Leader	Ms. Heather Kama-Starr	(216) 838-9406	Heather.Kama-Starr@clevelandmetroschools.org
Construction Curriculum Specialist	Mr. John Nesta	(216) 838-9478	John.Nesta@clevelandmetroschools.org
Curriculum Instruction Specialist	Ms. Nancy Cosner	(216) 838-9497	Nancy.Cosner@clevelandmetroschools.org
Transformation Coordinator	Ms. Monica Bourn	(216) 838-9422	Monica.Bourn@clevelandmetroschools.org

Academy	Counselor	Direct Phone Number
9 th Grade	Mr. William Tillman	(216) 838-9414
Manufacturing and Construction	Ms. Cynthia Dalveren	(216) 838-9412
Transporation	Ms. Nina Rito	(216) 838-9413

STUDENT CODE OF CONDUCT

Each scholar will receive a student Code of Conduct booklet on the first day of school. **Scholars will be required to sign a Code of Conduct Verification form, upon receiving the Code of Conduct booklet. Guardians and students are strongly encouraged to read and familiarize themselves with the code of conduct.**

OPEN HOUSE

We invite all parents to attend our Open House on **Thursday, September 13, 2018 from 6:00 p.m. until 8:00 p.m.** *Students will be dismissed at 11:20 a.m.* Our procedure for Open House allows parents to follow their scholar's schedule in one evening. Please use this opportunity to meet your scholar's teachers and become familiar with Max Hayes. In the event you cannot attend Open House, please call or email your scholar's teachers to keep those lines of communication open. More information is forthcoming.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are listed below. Report cards will be distributed and parents can meet with teachers during these times/dates:

- **Thursday, October 25, 2018 from 12:30 – 7:00 p.m. (no school for high school scholars)**
- **February 7, 2019 Time TBD (early dismissal at 11:20 a.m.)**
- **March 21, 2019 from 12:30 – 7:00 p.m. (no school for high school scholars).**

STUDENT GRADES & PARENT ACCESS

This year, we are working to provide parents with online access to view their scholar's grades. The electronic gradebook is planned to be available for all scholars. **Please look forward to this exciting addition to come...**

NO SCHOOL

School **will not** be in session on:

- **Monday, September 3, 2018** (Labor Day)
- **Monday, October 8, 2018** (Columbus Day)
- **Thursday, October 25, 2018** (Parent-Teacher Conferences)
- **Tuesday, November 6, 2018** (Election Day)
- **Monday, November 12, 2018** (Veterans Day)
- **Wednesday, November 21, 2018 – Friday, November 23, 2018** (Thanksgiving Break)
- **Friday, December 24, 2018 – Monday, January 7, 2019** (Winter Break)
- **Monday, January 21, 2019** (Martin Luther King, Jr. Day)
- **Friday, February 15, 2019** (Staff Professional Development Day)
- **Monday, February 18, 2019** (Presidents' Day)
- **Friday, March 15, 2019** (Staff Professional Development Day)
- **Thursday, March 21, 2019** (Parent-Teacher Conferences)
- **Monday, March 25, 2019 – Thursday, March 28, 2019** (Spring Break)
- **Friday, April 19, 2019** (Good Friday)
- **Monday April 22, 2019** (Easter)

STUDENT PARKING

Students with valid driver licenses and current insurance are allowed to park at Max Hayes high school. **Please be advised, that the Cleveland Metropolitan Schools District, Max Hayes High School, or their employees are not responsible for theft or damage to student's motor vehicles.**

SUMMER WITHDRAWALS

If your family has moved out of the district or if your scholar is transferring to another school district, including private school, it is necessary to withdraw them from Max Hayes, **prior to the first day of school, August 13, 2018.** Withdrawal forms may be obtained from the main office.