



Cleveland Arts & Social Sciences Academy  
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Office: 216-229-3000 Fax: 216-229-3182

*"Where we are RAISING the BAR on academic achievement."*

Welcome to a new year at the Cleveland Arts & Social Sciences Academy (CASSA)! We are looking forward to a year filled with new and exciting educational opportunities (such as our expanded fine arts program) and academic growth for our Scholars. We understand that you want the best for your child as well as the faculty and staff of the CASSA family! Your application for enrollment has been accepted and your Scholar's space has been reserved. Our 2023-2024 school year will begin on Thursday, August 17th, 2023.

### **Parent & Scholar Orientation**

Orientation will be held on Tuesday, August 15<sup>th</sup> from 10:00AM – 6:00PM. You will be able to schedule a time with your Scholars' teacher(s).

### **First Day of School**

The first day of school is Thursday August 17<sup>th</sup>, 2023 for **All Scholars** this includes Grades: Early Kindergarten-8<sup>th</sup> grade.

### **School Hours**

Our school hours are 8:00AM-3:00PM. The doors open for Scholars at 7:30AM. (Before/After Care Program Begins @ 6:30AM beginning the week of August 28<sup>th</sup> and ending at 5:30PM)

**Please adhere to all public street signs indicating school hours of arrival and dismissal, as well as speed limits and driving direction changes during these school hours. Rosehill Drive is a one-way street during the times of (7:00AM – 8:00AM and 3:00PM – 4:00PM).**

### **Arrival**

**Please Note: The parking lot will be used for scholars in Grades EK-3 (and their siblings) ONLY. Scholars in 4<sup>th</sup>-8<sup>th</sup> grade will use the Rosehill Drive entrance.**

1. **Student Drop Off** will take place at the rear of the building. Scholars will be permitted to enter through the back entrance. Staff members will be on duty at each door to complete wellness checks as they enter the building as well as. **The school doors will be locked from 2:30PM - 3:00PM as we prepare for dismissal. NO ONE WILL BE ALLOWED IN OR OUT OF THE BUILDING DURING THIS TIME. VISITORS ARE NOT PERMITTED TO ENTER THE BUILDING.**
2. Breakfast is served from 7:30 a.m. to 7:50 a.m. At 7:50 a.m. breakfast will conclude and all students in the building will be directed to their classrooms. Scholars will NOT be allowed in the building until 7:30 a.m. Unless they are signed up for the Before/After Care Program. Scholars who arrive after this time will be permitted to receive a breakfast.

- All students will enter using the rear entrance of the school until 8:00 a.m. After 8:00am, the back gate will be closed, and Scholars will enter through the front office only.

**Dismissal**

Parking Lot gate will be closed at 2:45PM until 3:00PM when we start dismissal.

Scholars in Grades EK – 3 and Siblings	Scholars in 4-8
Pick up in the school parking lot. Please follow all traffic patterns.	Pick up is on Rosehill at playground gate entrance.

- We have a staggered dismissal. At **3:00 p.m.**, Scholars who are daycare riders and bus riders will be dismissed out of the cafeteria doors. At **3:05 p.m.**, we will release all walkers and RTA bus riders via the cafeteria. At **3:15 p.m.**, we will call for the car pick-up Scholars. We will call Scholars based on first arrivals. Please be patient as your Scholar exits the building.
- Scholars who have not been picked up by 3:30pm will be escorted to the gymnasium/recreation room for dismissal.
- PLEASE NOTE: WE WILL NOT ALLOW EARLY DISMISSALS BEFORE 3:00PM UNLESS THERE IS A MEDICAL APPOINTMENT OR AN EMERGENCY. THIS WILL BE STRICTLY ENFORCED A LETTER OR NOTIFICATION MUST BE RECEIVED PRIOR TO 12PM.** Your Scholar misses crucial instructional time from the classroom when they are picked up early. Please be mindful on this.

**Late Pick-up**

We realize that unforeseen circumstances occasionally occur which may impact your ability to collect your Scholar on time. Parents with Scholars who remain at school after late dismissal will be charged a late pick-up fee. There will be a fifteen minute “grace period” to collect students after they have been dismissed. The following late pick-up fee will apply:

4:00 p.m. – 4:15 p.m. - \$5.00

4:15 p.m. – 4:30 p.m. - \$10.00

After 4:30 - \$5.00 for every 10 minutes

should your Scholar remain on the premises beyond 4:00 p.m. and we have not made contact with you, every effort will be made to communicate with someone on your emergency contact list.

**\*\*\*\*If we are unable to reach anyone, a call to CFS and/or 4<sup>th</sup> District Police department will be made to ensure the safety of your scholar.**

**Parents, please be aware of the new traffic pattern in the parking lot. Please adhere to all parking lot signs and public street signs indicating school hours of arrival and dismissal, as well as speed limits and driving direction changes during these school hours. Parking Lot will only be assessable to parents during drop-off and pick up times in the designated car pick up lanes. Cones will be used during morning hours to allow staff to park from 6:30 am -7:30 am.**

## **Attendance**

Your Scholar(s) presence in school is essential for the academic process. Any student that has an excessive number of tardies, early releases and/or absences will be referred to our Attendance Liaison Office. Attendance at school is required for students to be successful and it's a state law. Children with an excessive number (5 or more) absences and tardies whether excused or unexcused will be required to have a meeting with the parents and administration and can/will be reported to the State as Truant.

Parents are strongly encouraged to phone the office at least one (1) hour in advance of dismissal if they are unable to come for their child(ren) during the school's regularly scheduled dismissal. It is important for you to contact us within one (1) hour prior to dismissal if you have asked a family member/friend whom we are not familiar with to collect your Scholar(s) from school.

## **School Meals Program**

Cleveland Arts & Social Sciences Academy is participating in the Community Eligibility Option provision under the National School Lunch Program. Under this option, **ALL** children in the school will receive a breakfast and/or lunch at no charge.

Outside Food: Scholars will be allowed to bring their own lunch from home. However, we will not heat up any outside food. Please be mindful when you are packing their lunches. No "flaming hot" chips of any kind will be allowed. There is no sharing of any foods between students, unless there is a classroom celebration.

## **Dress Code**

- **Shirts and blouses should be button front oxfords or polo-type and should be light blue, white, navy, or black.**
- **Bottoms are to be navy, khaki, or black.**
- **Jeans, Leggings or Jeggings are not permitted.**
- **No Hoodies will be permitted.**
- **CASSA tee shirts and/or Crew may be worn in the place of a dress code shirt/sweater.**

- Sweaters must be navy blue, white, or black
- **Belts are to be worn with pants at all times.** Under garments may not be exposed at any time.
- **No open-toed shoes are allowed. No Crocs, Uggs Slide-In, Flip-Flops, or Slides will be permitted.**
- Shirts must be tucked in.
- T-shirts with writing/graphics are prohibited.
- Pants, skirts, shorts and dresses must be **knee-length or longer** and must have a hem. Girls' tights must reflect uniform colors (white, blue, black).
- NO BOOK BAGS OR BAGS OF ANY KIND ARE PERMITTED.

**Our Scholars participate regularly in physical activities. All female students are encouraged to wear shorts under their skirts to enable them to partake in the activities with comfort and confidence.**

(No halter tops, tank tops, strapless tops, spaghetti straps, or bare-shouldered tops of any type will be allowed). Blouses/shirts should be constructed so that the top of the shoulder is covered and is fitted under the arms blouses/shirts which expose any portion of the waist, hips, or midriff are not allowed.

**When students do not adhere to the dress code, they will not be permitted to attend classes and must be picked up or proper uniform must be provided!**

#### **Parent Attire/Behavior**

**Parents, please be mindful of your attire, behavior, and language when entering the building. Pajamas, short shorts, bare midriffs, bonnets, and scarves are not appropriate when entering the school. Inappropriate attire, behavior and/or language will not be permitted, and you will be asked to leave the premises. Please be your child's best example.**

#### **Cell Phones and Electronic Devices**

**Electronic Devices are NOT permitted during the school day.** However, we understand the importance of communication with your Scholar BEFORE and AFTER school. Cell phones and ALL other electronic devices (ear pods, watches, etc.) will be collected by faculty/staff persons upon entering the building and will be distributed to students at the end of the day. **NOSCHOLAR WILL BE PERMITTED TO KEEP A CELL PHONE OR ELECTRONIC**

**DEVICE ON THEM OR THEIR BOOK BAGS AT ANY TIME.** Any Scholar who does not relinquish their electronic devices upon arrival will have their property retained and held in the administrative office until it is collected by a parent or guardian. If your Scholar refuses to turn in their phone, they could face disciplinary actions up to and including suspensions. We will not assume any responsibility for devices that were not properly turned in.

#### **School Closing Announcements**

There are often situations in which it is necessary to close the school. Cleveland Arts and Social Sciences Academy airs school closings on local news channels 3, 5, 8, 19,

and 43. We typically close for inclement weather along with the Cleveland Public Schools; however, occasionally we find the weather conditions too harsh for our children during times when the Public Schools remain open. School closing messages will be delivered to families promptly. Depend on the news and your best discretion during poor weather conditions.

### **Transportation and Reimbursement**

CASSA offers free transportation for our eligible Scholars. Transportation is provided by CMSD who contracts the service out to a third-party bus company, Community Bus Company. Together, they are responsible for adding your Scholar on the bus routes. They have determined that in order to qualify for transportation, a Scholar must meet the following requirements:

1. Enrolled in Grades EK-6. (7<sup>th</sup> and 8<sup>th</sup> Grade Scholars will be afforded bus tickets).
2. Must reside in the CMSD district (Scholars who live in neighboring districts will follow their districts policy) and must meet distance requirements. Scholars must live at least 2 miles away from the school but either within 5 miles or 30 minute or less drive to be eligible for transportation.
3. Must adhere to the rules and regulations of the bus. Any Scholar who is deemed unsafe to ride the bus will be remove permanently for the remainder of school year.

Some school districts offer transportation reimbursement. Transportation Reimbursement is provided to students in kindergarten through sixth grade who reside in a district and within the routing requirements. If you live in a district that offers reimbursement, an application for transportation, must be completed at the Transportation Department. Below is a list of the transportation department in the cities where our Scholars reside.

CMSD:	216-838-4287
Berea/Brookpark:	216-898-5783 ext. 5783
Cleveland Heights/University Heights:	216-371-7195
Garfield Heights:	216-332-0359
Shaker Heights:	216-295-4390
South Euclid:	216-691-2029
Maple Heights:	216-587-6100 ext. 6412

RTA bus tickets may also be provided to students each day they are in attendance. Scholars in seventh and/or eighth grade will receive RTA passes. Please contact the school to complete forms to determine if you are eligible to receive bus tickets. Please visit or phone the school office for additional information or to request additional transportation forms.

### **Contact Information**

It is imperative that we have updated contact information **at all times**. Please make certain that a change in information is reported to the school office, in addition to your child's classroom teachers. Other information such as your pick-up list and emergency information should also be kept updated. We need to be prepared and able to respond efficiently should an emergency of any kind arise. When a change of address form is completed, it is required by the state that proof of residency be submitted as well.

### **CASSA Emergency Operations Plan**

We are required by law to create and maintain an Emergency Operations Plan. This plan allows us to prepare to keep our Scholars safe during situations of crisis. Our Emergency Operation Plan is filed with the Cleveland Police Department, the Cleveland Fire Department, the Emergency Medical Service, the County Office of Emergency Management and the Ohio Department of Education. Our entire staff will be trained to keep our Scholars safe should any situation arise. You may request to review a copy of our plan which is housed in our school administrative office.

In addition to our plan, over the course of the school year, we prepare our Scholars by conducting various drills such as fire drills, tornado drills, emergency evacuation drills, and lockdown drills to aid our students in being prepared in the event of an emergency. Most of our drills are planned at random times; however, you will be notified in advance of our scheduled lock down drills.

### **State Prescribed Testing and Compulsory Attendance Statement**

The Cleveland Arts and Social Sciences Academy is a community school established under Chapter 3314 of the Revised Code. The school is a public school and students enrolled in and attending the school are required to take proficiency tests and other examinations prescribed by law. In addition, there may be other requirements for students at the school that are prescribed by law. Students who have been excused from the compulsory attendance law for the purpose of home education as defined by the Administrative Code shall no longer be excused for that purpose upon their enrollment in a community school for more information about this matter contact the school administrator or the Ohio Department of Education.

### **School Correspondence**

***We use Class Dojo as a communication tool with our families. We also use the Hero Program for our PBIS rewards and discipline plans. Please download the apps on your phone to stay in contact and informed about things that are happening at our school and in your Scholar(s) classrooms.***

Attached you will find our 2023-2024 school year calendar, an income eligibility survey (which is needed for our Free Lunch Program), school supply lists, and the Family Educational Rights and Privacy Act.

I thank you for your time and look forward to a continued partnership in the education of your Scholar(s) and welcome you to the 2023-2024 school year!

Educationally Yours,

*Jesse V. Williams, Jr.*

Principal

