

Garfield Community Learning Center Student Handbook

2022-2023



***Ram Pride and Ram Respect are Essential Members of the
Garfield CLC Family.***

WELCOME TO GARFIELD CLC!



Our staff is excited to provide excellent learning opportunities as you begin to prepare for success in College and Career Academy options. We wish you a successful and productive academic year. All students are expected to take pride in our school, participate in a variety of academic and non academic opportunities as you strive for excellence.

This student handbook was designed to answer questions and serve as a reference for our guidelines and expectations for you, as well as your parents, throughout the school year. You will find information about student expectations, opportunities, procedures, guidelines and responsibilities.

Should you have any questions that are not addressed in this handbook, please contact a principal.

Garfield Community Learning Center

1326 Brown St.

Akron, Ohio 44301

Phone: 330-761-2895

Building Leadership Team

Campus Principal: Charles Morrison - cmorriso@apslearns.org

Academy Principals

Acme Fresh Market Academy of Innovation and Industry:

Academy Principal: Aleesha Bradick - amb46571@apslearns.org

Counselor: Brandon Johnson bjohnson2@apslearns.org

First Energy Academy of Emerging Technology and Design:

Academy Principal: Andrea House - ahouse@apslearns.org

Counselor: Dan Richards - drichar2@apslearns.org

Freshman Academy:

Academy Principal: Joseph Nicolino - jan46659@apslearns.org

Counselor: Melanie Gopp - mgopp@apslearns.org

Support Administrators

Leader of Campus Support Services - TBD

Academy Coach- Clay Cundiff - ccc46036@apslearns.org

Absence

School is compulsory for youth between ages six (6) and eighteen (18) inclusive. When a student is absent, a parent, guardian, or legal custodian must **report the absence and the reason for the absence by calling the school between 7:00 a.m. and 8:30 a.m.** the day of the absence.

Failure to call will result in an unexcused absence and a zero grade in all classes. A parent, guardian, or legal custodian **must, within ten school days** of the date of the absence, submit a written explanation of the reasons for the absence. Students who are absent (*excused and unexcused*) may not attend any school activities that same day.

A student may be absent from or tardy to school without penalty (excused) for the following reasons:

- Personal illness or injury
- Illness in the family
- Medical and dental appointments confirmed by a note from the doctor
- Funerals (of immediate family or relatives)
- Quarantine
- Recognized religious holidays
 - College visits – a maximum of 3 (Juniors and Seniors) Prior approval must be obtained from the counselor and the student must provide documentation from the college/university.
 - Appointment at the Board of Education Administration Building, Child Guidance Center, court, or State driving tests
 - Emergency (judged as sufficient by the principal)

A student is considered present if he/she is absent as a result of the following:

- School-sponsored activities
- Field trips (authorized by principal)

- College visits (school sponsored)

Students who are repeatedly absent from school will be referred to the Akron Board of Education and to the Summit County Juvenile Court.

Academics: All students are required to put forth effort and complete work for all classes. **All students are required to take four years of math regardless if the student's earned high school credit at the middle school level.**

Forgery/False Identification

The following will result in disciplinary consequences:

- * Altering/falsifying a hall pass
- * Misrepresenting another person's signature or false call off for attendance
- * Attempting to falsify an educational document
- * Refusing to identify himself/herself, or gives a false name

Harassment Policy

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. The Board prohibits sexual harassment of or by any student. This prohibition encompasses sexual harassment which may occur between students (peer-to-peer), and between a student and an employee. This policy applies to conduct which occurs during or is related to school and/or school sponsored activities, regardless of whether it occurs on or off school property.

Accidents: Any accident in the school building, on school grounds, or at a school-sponsored event must be reported immediately to school personnel and the school office.

Activities: Students are encouraged to participate in and attend the many school events and organizational activities. Students are reminded that they are responsible for following all school policies and procedures while in attendance at school activities. Students are responsible to the advisor/supervisor/coach. **Appropriate behavior is expected at all extra-curricular activities.** With that stated, extracurricular events, such as dances, sporting events, assemblies, Talent Show, etc. are a privilege, and students who are tardy to school/

class or have attendance or behavior issues or academic concerns will lose the privilege to attend extracurricular activities.

Appointments: Appointments should be scheduled, when possible, so as not to cause absence from school or class. For any excused appointment, the parent/guardian must **call the school and submit a note** to the Main Office before 8:15 a.m. on the day of the appointment **and a doctor's note must be submitted when the student returns.** **Students leaving for appointments must sign out in the Main Office. Persons picking up the student should report to the Main Office. Identification is required to sign out students.**

Arrival to School: Students may enter the building beginning at 7:30 am at the main door. Once they arrive at school in the morning, students may not leave school property without parent/guardian permission.. There will be adult supervision escorting students off of the busses and inside the building. Students are not permitted in the halls prior to 8:00 am. The school day starts at 8:05 am. After that time, students will be considered tardy.

Athletic Policy/Attendance/Eligibility: Eligibility requirements apply to all student activities, including school helpers/office workers. Students must meet the following requirements:

- have a physical on file before he/she is permitted to attend practice/games
- passing grades in at least 5 classes, not including physical education and have a 1.4-2.0 GPA for study tables or 2.0 for full participation.
- be in attendance for at least half-day to participate in an activity that day

Buses: Students who are eligible for transportation will be notified by APS or students will be able to check with the transportation department for more information. All bus riders will follow the directions of the bus drivers and monitors. **Severe misbehavior may result in disciplinary action up to and including suspension of riding privileges.**

Breakfast: Breakfast is served daily at no cost to students. Breakfast service will begin at 7:30 am.

Card Playing: Card playing and related games of chance are not permitted. Cards (and other items such as dice) may be confiscated. Gambling of any type is forbidden on school property.

Change of Address: Change of address/phone number must be reported to the office and updated in HAC (Home Access Center)

Classroom Conduct: Each teacher and substitute teacher is charged with the responsibility and given the authority to make and enforce classroom rules that will provide for an effective, orderly, and productive learning environment. Students are expected to come to class

prepared to work and to abide by classroom rules, which includes bringing a chromebook and charger daily.

Discipline: Garfield CLC follows the Code of Student Behavior set forth by the Akron Board of Education. In addition, the school has established rules and regulations. The Code of Student Behavior and school rules are enforced to ensure that all students may obtain the best possible education in the best possible environment. Any infraction for violating the rules / code of behavior which requires discretionary action is the decision of the appropriate assistant principal, not the individual student. In the event of repeat offenders and /or violation of a combination of offenses, penalties may be increased at the discretion of the principal.

Lunch: Below are the periods each grade level eats as well as procedures and expectations for the lunch room.

- 9th- 10th Grade Lunch - 5th Period (11:23am-12:05pm)
- 11th -12th Grade Lunch - 7th Period (12:57pm - 1:39pm)

Procedures and Expectations in the Cafeteria:

- students are to enter the lunch room quietly and sit in designated areas
- students will be dismissed by table to the lunch line to get their lunch
- students will return to their seats with their lunch and **remain seated for the duration of the lunch period** unless given permission by an adult on duty
- students may speak with those at their table. No yelling across tables
- adults on duty will push trash barrels around for students to dispose of their trash
- students will be dismissed from the cafeteria by the adults on duty

Tardy to School: Students are to be in their first class by 8:05 AM. Students who arrive after the 8:05 AM bell will be marked tardy to school. Any student who arrives after 9:00 AM is to report to the main office to sign in and receive a slip for admittance to class. Students who accumulate excessive unexcused tardies to school will be subject to school consequences.

Tardy to Class: Students arriving to class late and without a pass will be subject to consequences. 3 Tardies -Teacher Contact Parent or Guardian, 4 or More Tardies Office Referral.

Failure to Attend Class (Flicking): Students arriving more than 5 minutes late to class without an excuse, or not showing to classes at all will be considered “flicking.” Any student

who does not attend scheduled classes will be reported to the administrators. Appropriate disciplinary consequences will be provided.

Appointments/Conferences with Staff: The Garfield staff works to be available for parent concerns and conferences. We encourage parents to call the office or email the desired staff member, and CC: Academy Principal and Principal to schedule a conference time. Please plan to schedule conferences which will allow our teachers 24 hours notice, prior to the scheduled conference.

Backpacks/Bags: Students may carry backpacks throughout the day. You can request a locker from the A Day 4th Block Teacher.

Bell Schedule:

Regular Bell Schedule A & B DAY				
1st Block	8:05	-	9:45	
2nd Block	9:49	-	11:19	
3rd Block	11:23	-	1:39	
				Lunch 1(5th) 11:23-12:05 (5th) Class(6-7)12:09-1:39 Class(5-6) 11:23 –12:53 Lunch 2 (7th) 12:57-1:39
4th Block	1:43	-	3:15	(Includes 2 minutes for announcements at the beginning of 4 th Block)

CELL PHONE/ELECTRONIC DEVICE POLICY:

Students may use personal communication devices (PCDs), before and after school, during their lunch period or during study hall. Study hall use will be non-verbal with earbuds and not distracting to others. Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher.

The use of PCDs that contain built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in gymnasiums, locker rooms, shower facilities, rest/bathrooms. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See policy 5517.01. Students are prohibited from using PCDs to threaten and/or engage in sexting. Such actions will be reported to law enforcement and child services as required by law. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. Students are solely responsible for the security of their PCDs. The Board of Education assumes no responsibility for theft, loss, or damage to , or misuse or unauthorized use of PCDs brought onto its property.

Cell Phone/Electronic Device/ Earbud Use Summary:

<u>Time/Location</u>	<u>Permitted or Not Permitted</u>
Before School	Permitted
Café _____	Permitted (use of earbuds at all times)
After School _____	Permitted
Study Hall _____	NOT PERMITTED (authorized by teacher)
Classroom _____	NOT PERMITTED (authorized by teacher)
Hallway _____	Permitted (reasonable level)

Additional guidelines for PCD use can be found by visiting www.akronschools.com.

Computer and Internet Usage: Computers are available to our students for educational and instructional purposes. Students must have a signed Internet Access Form on file in order to access the Internet at school. The school district retains ownership of all hardware and software and reserves the right to inspect, copy, and/or delete all files and records on school computers. Students must comply with the Akron Public Schools guidelines for computer use. Failure to comply with these guidelines will result in loss of computer use and/or disciplinary action.

Social Media Use According to Akron Public School Board Policy: “A student’s personal or private use of social media, such as Facebook, Twitter, Instagram, blogs, etc., may have unintended consequences. While the Board respects its students’ First Amendment rights, those rights do not include permission to engage in threatening or other destructive online behavior, such as cyber bullying, or any other online activity that causes, or could potentially cause a substantial disruption to the school environment. This warning includes students’ online conduct that occurs off school property including from the student’s private computer. Students who engage in such behavior will be subject to discipline under the Code of Student Behavior.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board’s computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.”

Chromebooks: All students are expected to bring their Chromebook, fully charged each day. In many cases, the Chromebook is used in the classroom as a supplemental tool for learning on a daily basis. Frequently, students will access the class curriculum using this device.

As with any District-owned property (e.g., textbooks), parents and students are responsible for maintaining the Chromebook in good working condition. Because the Chromebook is an internet-based device, the student will need internet access either at home or at public places that offer Wi-Fi access in order to use the web-based applications. At school or elsewhere, students are expected to observe all APS Technology Policies as well as federal, state, and local laws. All students must complete and have on file “G Suite” form and a Chromebook responsibility document.

Chromebook chargers are expected to stay at home. If repairs are needed, the student is to return the Chromebook to school for evaluation by our Technology Services Specialist, Mr. Skylar Walgenbach, swalgenb@apslearns.org

Clinic: A student is to report to a teacher if he or she becomes seriously ill or injured during the school day. The teacher will issue a pink pass admitting students to the clinic. Students must have a pass from a staff member to enter the clinic. State laws and Akron Public Schools policy control giving medicine to children in school. The following procedures will be strictly followed:

Prescription medicine:

1. Each school year the parent must complete a parent permission form for each drug to be administered.
2. Each school year the physician prescribing the medication must complete a statement specifying the dosage, when it is to be given, and the date when the medication is to stop being given. If the prescription or dosage changes, a new form must be completed by the parent and signed by the physician.
3. The medicine must be sent to school in the original prescription container, which is marked with the child’s name, the type of medication and dosage, and labeled with the date. The medicine must be kept locked in the clinic and the child is responsible for reporting to the clinic to receive his/her medication.

Non-prescription medicine:

1. Each school year the parent who is requesting that non-prescription medication be given must specify the dosage, when it is to be given, and the date when the medication is to stop being given. If the non-prescription medication or dosage changes, a new form must be completed and signed by the parent.
2. The non-prescription medication must be sent to school in a container marked with the child’s name, the type of medication and dosage, and labeled with the date. The non-prescription medicine must be kept locked in the clinic and the child is responsible for reporting to the clinic to receive his/her medications.

Dismissal: All students are to promptly leave the building, exit the building in a orderly fashion. Bus riders are to immediately board their busses or walk home. Students waiting on a ride should remain on the sidewalk in the student parking area.

Students are not permitted to re-enter the building after dismissal without the permission of a staff member.

After school events: Students are not permitted to stay at the building waiting for an after school event. Students must leave the property and return 10 minutes before the event begins. This excludes students participating in the events as long as there is adult supervision.

Dress Code: All clothing is to be neat, clean, properly sized, without holes, rips or tears. Students may not wear anything that promotes weapons, gangs, tobacco, drug and alcohol use, sexual activity or anything illegal or immoral. Additional guidelines can be found by visiting www.akronschools.com

Students will not be permitted to wear hoods, baseball caps or wave caps for the 2022-2023 school year.

*Administrative discretion will apply to interpretations of dress code.

Students who are assigned In-School Study (ISS) or Out of School Suspension (OSS) may not participate in any athletic practices or activities for the duration of the suspension. Eligibility/participation in student activities will be left to the final discretion of those supervising the event/program. Coaches and supervisors of student activity may have additional policies/guidelines regarding participation and eligibility.

Emergency Cards: All students are required to have an emergency card on file at the school. If emergency contacts change during the year, please update the information in the school office and Home Access Center (HAC).

Facilities (Building Care)

We hope that all students will help us keep our school in the best possible condition. Any damage of property, instruments, and equipment which might occur because of student abuse will be the financial responsibility of that student. Appropriate disciplinary action will be taken for any students who damage or destroy school property.

Grades: The staff at Garfield CLC believes that interim reports and report cards give students and parents an important understanding of the student's progress. Grades are updated weekly and parents can access grades through the Home Access Center (HAC). Parents are kept informed about academics through the use of interim reports and conferences, report cards, and other communications. At the midpoint of each grading period, each student is issued an interim report. Report cards are issued every nine weeks. Students will earn a letter grade for academic performance and a numeric score for citizenship.

Grooming/Personal Hygiene: All grooming and personal hygiene should take place in the restroom or locker room. Students will not engage in personal grooming during class. No perfume, cologne, or body sprays are permitted in the school to ensure other students' and staff members' health.

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Hallway Behavior: Students are expected to walk with a purpose on the right side of the hallway and stairs. Students may use the restrooms and get a drink of water during the four minutes between classes. Students should refrain from running and keep their hands to themselves during hallway times. Students should remain in their grade level hallway unless traveling to a special/lunch/office/etc...

Hall Passes: Only one student should be out of the classroom with a hall pass at any time. Students are required to sign in and out every time they leave the classroom. They are also required to carry the school color-coded floor level passes to the restroom, nurse, and office. All passes, including tardy passes, must be visible. All necessary information should be on the hall pass including student name, time, and date. Students should not be on floors that do not match the assigned hall passes.

Incentives: We believe that our students deserve to be acknowledged, recognized, and rewarded for their positive choices and achievements. Students who achieve perfect attendance, honor roll, and merit roll for a grading period will earn special recognition and privileges. Other incentive programs for attendance and academic performance will be introduced and implemented throughout the school year.

Make-Up Work: When a student is marked absent or tardy for an excused reason, he/she is permitted to make up as much missed classroom work as is reasonably possible with the assistance of his/her classroom teachers. Students should be aware that it may not be possible to make up all classroom work. A student suspended from school SHALL BE REQUIRED to complete and/or make up his/her classroom work provided by his/her

classroom teachers. It is the responsibility of the student to complete his/her assigned classroom make-up work and to submit the completed work to his/her classroom teacher(s) within a reasonable time specified by his/her classroom teachers.

Messages/Deliveries for Students: Please limit the requests to see or speak to your child during the school day to emergency or very urgent situations. The office staff would be happy to get a non-urgent/non-emergency message to your child in most circumstances. No deliveries of food (including Door Dash and other delivery services), birthday flowers, balloons, etc. to students will be accepted at school.

Parking:

Students who are licensed drivers may drive to school and have insurance if they park in the school student parking lot. Students parking is located by the Football Field. A parking permit is required and can be obtained in the main office.

Public Displays of Affection (PDA): Students should refrain from hugging, kissing, or touching each other during the school day and after school events.

Restraint/Seclusion: Any student who poses an imminent risk of injury to himself/herself or others may be physically restrained and/or placed in seclusion by school staff in accordance with State of Ohio and District policies. As soon as possible after any such incident, the parent or guardian will be informed when any of these actions have occurred. These policies will be available with other school board policies to all parents electronically via our website or as a hard copy, upon request.

Search and Seizure: The Akron Board of Education, or its designee, reserves the right to search lockers, desks, person, and personal belongings of a student when it is believed to be necessary for the maintenance of the educational process; to protect the health, safety or welfare of other students; or whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student violated or is violating the law or rules of the school. Students should be aware that their desks, persons, lockers and personal belongings are subject to such searches.

Metal detectors: Metal detectors will be utilized at least once a week for the purpose of safety and security in our building. In addition, random searches will be conducted either upon entry into the building or during a school "safemode" where searches will be conducted in classrooms.

Student Sign-Out: In order to ensure our student's safety, parents and guardians must present a photo ID when signing out a child. In an emergency, if an adult other than those listed on the emergency card has to pick up the student, the parent or guardian must call ahead and give us that person's information. That person must also present a photo ID at the time of sign out. We will always err on the side of caution with your child's safety and well-being.

Textbooks/Library Books: Students are responsible for textbooks assigned by their teachers and the books they borrow from the library. Students should write their names in

the front covers of their textbooks. If a book is lost or damaged, the student is responsible for paying the cost to replace or repair the book. Students will have a hold placed on their report card until book fines are paid.

Trespassing: Students who are suspended from school may not come on school property (or any APS property) for the duration of the suspension. This includes before and after school, as well as school-sponsored events. Students who violate this policy will be subject to additional suspension days per the APS Code of Student Behavior. This infraction could also lead to criminal charges.

Weapons: possessing and/or use of the items on the keychain could result in an expulsion (Code 302). In addition, if one of these weapons is confiscated, the family will NOT receive this item back. All weapons are given to APD. The same is still true for the pepper spray keychains, pocket knives, etc.

Clubs/Extracurricular Activities

Athletics:

	Softball
Baseball	Tennis, boys
Basketball	Tennis, girls
Bowling	Track and Field
Cross Country	Volleyball
Cheerleading	Wrestling
Football	Cheerleading
Soccer	

Clubs/Organizations:

Student Council	Concert Band
Student Ambassadors	Orchestra
Choir	National Honor Society
Book Club	Marching Band
Ram Pride	Drama Club
Step Team	Senior Class Advisory
Newspaper	Diversity club
Yearbook	ACE
Jazz Band	National Honors Music Society

Career Technical Student Organizations:

JROTC	HOSA
Vex Robotics	FCCLA
DECA	FCCLA Culinary
Skills USA	FCCLA Horticulture

ALMA MATER

Garfield High, our Alma Mater,

Hark! Our voices rise to thee,

Heart and hand, each son and daughter,

Pledges truth and loyalty.

Kindliness to one another,

In these halls of endless fame

Guide and help us noble mother,

To be worthy of Thy name.

HAVE A GREAT YEAR!