



Ohio College Preparatory School • 21100 Southgate Park Blvd. • Maple Heights, Ohio 44137 • (216) 453-4550

Welcome to a new year at the Ohio College Preparatory School (OCP)! We are looking forward to a year filled with new and exciting educational opportunities. We are please to announce the addition of the following programs to our school: volleyball, basketball, track, cheerleading, robotics, art, drama, technology, science fair and after school tutoring, along with continued academic growth for our Scholars. We understand that you want the best for your child as well as the faculty and staff of the OCP family! Your application for enrollment has been accepted and your Scholar's space has been reserved. Our 2026-2027 school year will begin on:

- Monday, August 17, 2026 – All Grades

Parent & Scholar Back to School Orientation

Our orientation night will be held on Wednesday, August 12, 2026, for all Parents and Scholars. Our night will begin with a mandatory parent meeting in our multi-purpose room on the first floor at 5:00p.m. with the OCP Administration Team. At the conclusion of this meeting, you will head to your Scholar's classroom/s to meet his/her classroom teacher/s. Orientation will end promptly at 6:30p.m.

New Enrollments

Any new family wanting to enroll their child into OCP is required to come for an interview with their child/ren to meet with the Executive Principal and Office Manager prior to being accepted into the school. Failure to attend this meeting will prevent your child from being enrolled.

First Day of School

The first official day of school is Monday, August 17, 2026, for **All Scholars!**

School Hours

Our school hours are 7:30a.m.-3:00p.m. The doors open for Scholars at 7:15a.m. **All Scholars MUST be picked up by NO LATER than 3:30p.m.**

Arrival

Please Note: The parking lot is only to be used for student drop-off and pick-up during arrival and dismissal times.

1. Student Drop Off will take place at the front entrance of the building. Scholars will enter through the main entrance doors. Staff members will be on duty at each door. All bused students will enter through the main entrance door of the building.
The school doors will be locked at 7:30a.m. as we commence our morning meeting. All tardy scholars will need to be buzzed in with their parent/guardian. Parents MUST sign their scholar in and provide a valid reason for their tardiness.
2. Breakfast is served from 7:15a.m.-7:45a.m. At 7:45a.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 7:15a.m. Please ensure that your scholar arrives no later than 7:45a.m. to receive breakfast, as no breakfast will be served after this time. If your scholar is late, please ensure that you have fed them prior to arrival.
3. All scholars will enter the building at the main entrance if they arrive after 7:30a.m., and will need to be buzzed in.

Dismissal

The parking lot will be closed at 2:30p.m. until 3:00p.m. when we start dismissal.

We have a staggered dismissal so please be mindful of the times that students are dismissed and from what location. **All parents are to remain in their vehicle when picking up their scholar. Parents are not to wait outside by the main entrance of the building. To ensure an efficient dismissal process, please print your child's/children's first and last name on a piece of copy paper, post it to the window on the front right passenger side of your door so that names can be called over our walkie system with ease.**

1. We have a staggered dismissal. At 2:45p.m. scholars who are daycare and bus riders are to be in the first-floor multipurpose room in their assigned area. Scholars will be dismissed out of the cafeteria and out of the rear entryway upon the first bus arrival at 2:45p.m.
2. At 3:00p.m., we will release all walkers and car riders. We will call Car riders based on first arrivals. Please be patient as your Scholar exits the building.



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3. Scholars who have not been picked up by 3:20p.m. will be escorted to the first-floor multipurpose room for dismissal.
4. **Early pickups will not be permitted from 2:00p.m.-3:00p.m. as we are still teaching and preparing for dismissal. NO ONE WILL BE ALLOWED IN OR OUT OF THE BUILDING DURING THIS TIME. VISITORS ARE NOT PERMITTED TO ENTER THE BUILDING.**
5. **PLEASE NOTE: WE WILL NOT ALLOW EARLY DISMISSAL BEFORE 2:45P.M. UNLESS THERE IS A MEDICAL APPOINTMENT OR AN EMERGENCY. THIS WILL BE STRICTLY ENFORCED. A LETTER OR NOTIFICATION MUST BE RECEIVED PRIOR TO 12:00P.M.** Your Scholar misses crucial instructional time from the classroom when they are picked up early. Please be mindful of this.

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.

Late Pick-Up

We realize that unforeseen circumstances occasionally occur which may impact your ability to collect your Scholar on time. Parents/Guardians 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 scholars after they have been dismissed. The following late pick-up fees will apply per scholar:

3:30p.m.-3:45p.m. - \$5.00

3:45p.m.-4:00p.m. - \$10.00

After 4:00p.m. - \$5.00 for every 10 minutes

Payment will be due upon pick-up of your scholar.

Should your Scholar remain on the premises beyond 4:00p.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 by 4:20p.m., a call to Children Family Services and the Maple Heights Police Department will be made to ensure the safety of your scholar*****

Parents/Guardians, please be aware of the pick-up procedures. You are to remain in your vehicle until your scholar is called and released to you. We want the main doorway to be free of congestion and parents will not be permitted to enter the building unless a parent meeting has been scheduled.

*****To ensure an efficient dismissal process, please print your child's/children's first and last name on a piece of copy paper, post it to the window on the front right passenger side of your door so that names can be called over our walkie system with ease*****

Attendance

Your Scholar's presence in school is essential for their academic progress. Any scholar that has an excessive number of tardies, early releases and/or absences will be referred to the Executive Principal. Attendance at school is required for students to be successful and it is 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/guardians and administration and can/will be reported to the State as Truant.

Parents/Guardians 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, and they must show proof of ID.

The Dillions District Matrix

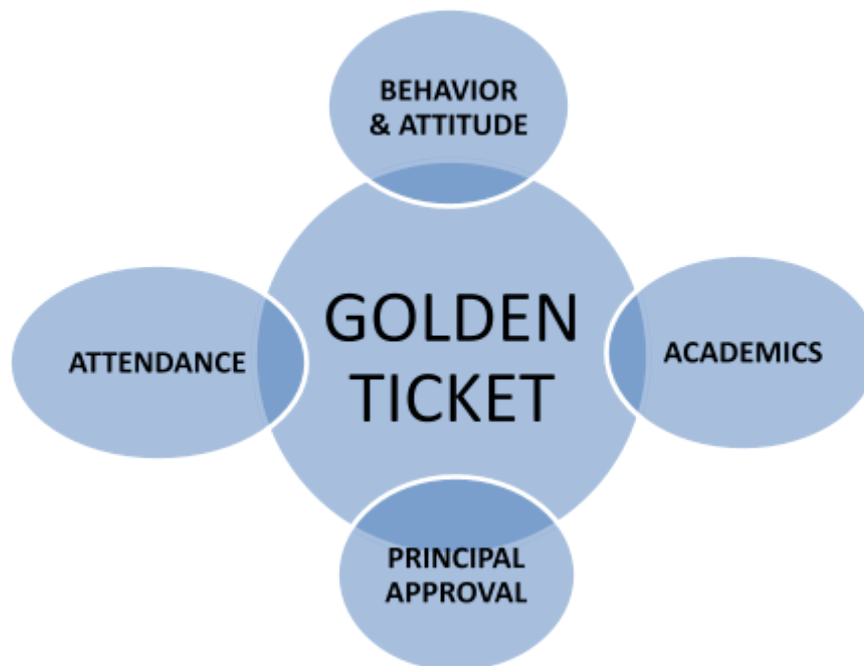
All students enrolled in Ohio College Preparatory School are required to learn and adhere to the Dillions District Matrix for positive behavior and to uphold the high expectations required by all students. The Matrix will be reviewed with all students and practiced and assessed from the first day of school through the end of October. ALL Parents and Guardians are required to sign the acknowledgement page on the last page of this handbook, to confirm their understanding of the Matrix implementation and processes in place. Additionally, the Matrix will be reviewed and practiced after any extended school break including Fall Break, Winter Break, Spring Break, and extended school closure breaks due to weather. Ohio College Preparatory School has a very strict discipline policy. Parents will be notified of the policy at the Open House Night on August 12, 2026 and how this corresponds with consequences based on the tiers of infractions.

Field Trips and Golden Tickets

All field trips are a privilege and are an extension of the academic program at Ohio College Preparatory School. Listed below are the criteria for students to be able to attend field trips at OCP. There are no exemptions to the criteria. Once a decision has been made, it is made. Students must receive a golden ticket to attend.

The criterion for receiving a golden ticket is:

1. Overall Good Behavior and Attitude.
2. Attendance
3. Academics
4. Executive Principal has the final decision for approval



All field trips are designed for all students at that grade level to attend. Please ensure that your child/ren understand that they must meet all four (4) criteria to receive a golden ticket.

THERE ARE NO EXCEPTIONS!

School Meals Program

Ohio College Preparatory School is participating in the Community Eligibility Option provision under the National School Lunch Program. Under this option, **ALL** children in the school will receive 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, candy bags/bars, pop, energy drinks will be allowed.** There is no sharing of any food between students unless there is a classroom celebration. Packed lunches that include chips or a drink, must be of individual serving size (large or family sized packets of chips, or large or gallon bottles of drink, bags of candy and large candy bars are NOT permitted). Scholars are NOT permitted to utilize food delivery services (DoorDash, UberEats, etc). **Families are NOT permitted to bring any outside food to their child during lunch (fast food, junk food).**

Classroom Celebrations (Birthdays) K-5 ONLY: We understand that you want to celebrate your child's birthday. Please understand that only cupcakes are permitted to be brought up to the school (no full-size cakes, juices, goody bags, pizza, balloons, etc). Any delivery of cupcakes is to be scheduled at least 48 hours prior to the event with your child's teacher and office staff. **All cupcakes must be store bought and remain in their original packaging.** Celebrations will only be permitted between the hours of 1:30p.m.-2:30p.m.

Dress Code

Ohio College preparatory School has a strict dress code for scholars. We ask all families to be diligent in reviewing the code and to check your scholars before leaving home from school.

- Polo shirts:
 - ☐ K-5: Black Polo Shirts
 - ☐ 6-8: Dark/Hunter Green Polo Shirts
- OCP School shirts are to be worn each Friday.
- Bottoms are to be either black or khaki in color.
- **DILLIONS DAY:** EVERY Wednesday where ALL students are dressed:
 - ☐ BOYS: DRESS SHIRTS w/Black TIES



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□ GIRLS BLOUSES w/Black Cross TIES

- Jeans, leggings, yoga pants, flared leggings, biker shorts, sweatpants and fitted dresses are not permitted.
- Bermuda shorts (not tight fitting), skirts and jumpers must be knee length or longer and must have a hem.
- Hoodies are NOT permitted.
- Crewneck sweatshirts, cardigans and sweaters must be either solid black, white or dark green in color (no logos or designs).
- Socks and girls' tights are to reflect the school uniform colors (white or black only). No sheer tights. No patterns.
- Belts are to be always worn with pants and shorts and must be black or brown in color. Undergarments are NOT to be exposed at any time.
- School shoes are to be a tennis shoe/sneaker. No open-toed shoes are allowed. No Crocs, Uggs slide-in, Flip-Flops, Slides, or furry boots will be permitted.
- Shirts must be tucked in at all times.
- T-shirts with writing/graphics are prohibited.
- Doo-rags, bonnets, hair scarves, Nike facemasks, headphones (that are not being used for instructional purposes) are not permitted.
- **No book bags, purses or bags of any other kind are permitted.**

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

(No halter tops, tanks tops, strapless tops, spaghetti straps, crop tops or bare-shouldered tops of any type will be permitted). Any portion of the waist, hips, or midriff are not allowed.

*****When scholars 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 in order to remain at the school and attend classes*****

Parent Attire/Behavior

Parents, please be mindful of your attire, behavior, language and odor when entering the building. Pajamas, short shorts, see-through clothing, bare midriffs, bonnets, and scarves are not appropriate when entering the school building. Inappropriate attire, behavior, odor and/or language will not be permitted, and you will be asked to leave the premises. Entering the building smelling like liquor and/or THC will be grounds for immediate removal. This is a school, and the expectation is that you conduct yourself accordingly. **Please be your child's best example.**

Cell Phones, Electronic Devices and Derogatory Substances

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, META reading glasses, META rings, META watches, smart watches, keyboards and personal chromebooks/laptops, etc.) will be collected by faculty/staff persons upon entering the building and will be distributed to students at the end of the day. **NO SCHOLAR WILL BE PERMITTED TO KEEP A CELL PHONE OR ELECTRONIC DEVICE ON THEM AT ANY TIME. PICTURES, VIDEO AND AUDIO RECORDING IS NOT PERMITTED.** 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 and/or guardian. If your scholar refuses to turn in their cell phone, they could face disciplinary actions up to and including suspension. **We will NOT assume any responsibility for devices that were not properly turned in or broken.**

Derogatory Substances are NOT permitted on school premises. This includes vapes, cigarettes, THC vapes, pens, gummies, joints, etc., alcohol! Being in possession of such items will result in consequences per our District Matrix.

School Closing Announcements

There are often situations in which it is necessary to close the school. Ohio College Preparatory School airs school closings on local news channels, school messenger (email, SMS text and voicemail), ClassDojo and Facebook. 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

OCP offers free transportation for our eligible Scholars. Transportation is provided by MHSD and WHSD along with J & F. Together they are responsible for adding your Scholar on the bus



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routes. They have determined that to qualify for transportation, a Scholar must meet the following requirements:

1. Enrolled in Grades K-8.
2. Must reside in MHSD and WHSD district.
3. Must adhere to the rules and regulations of the bus. Any Scholar who is deemed unsafe to ride the bus will be removed permanently for the remainder of the school year.

Some school districts offer transportation reimbursement. Transportation reimbursement is provided to students in kindergarten through eighth 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 departments in the cities where our scholars reside:

Maple Heights:	216-587-6100 ext. 6412
Warrensville Heights:	216-364-1043
Garfield Heights:	216-332-0359
Shaker Heights:	216-295-4390
CMSD:	216-838-4287

****Transportation is a privilege. Scholars who fail to comply with bus regulations and safety protocol are not exempt from school consequences****

OCF 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 Maple Heights Police Department, the Maple Heights 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 lockdown drills.

State Prescribed Testing and Compulsory Attendance Statement

The Ohio College Preparatory School 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 under 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 School Messenger, ClassDojo, Facebook, Instagram, flyers and letters as communication tools with our families. We also use ClassDojo 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 classroom.

Attached you will find our 2026-2027 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 Acts.

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 2026-2027 school year!

Educationally Yours,

Nova O'Callaghan

Executive Principal