



# EAST ACADEMY

15720 Kipling Avenue Cleveland, OH 44110 | 216.383.1214 | [www.aceast.com](http://www.aceast.com)

## EAST ACADEMY'S BACK TO SCHOOL SUMMER MAILING

We are excited to begin our 2025-2026 school year & look forward to seeing our scholars' faces! Beginning August 18, 2025, our school runs from 7:30AM – 3:30PM Monday- Friday. Dismissal begins at 3:30 with scholars being released in groups according to their transportation home.

### Arrival & Dismissal



School starts at 7:30AM (Scholars may NOT be dropped any earlier as there is no one to receive them in the building). Breakfast runs from 7:30A – 8:00A. Scholars are tardy as of 8:10A. Dismissal begins at 3:30 per the guidelines below.

### Parents drop off /pick up

Parents are to enter the parking lot and follow the orange cones around to the drop-off/pick-up locations run by East's Administration Team and Staff. Scholars must be in FULL UNIFORM (as indicated in the attachment & on school website) for arrival.

### Early pick up

EVERY MINUTE MATTERS at East Academy and scholar's days are planned to the minute to ensure that they get the most out of time spent in the classroom. Parents/guardians must contact the school prior to 2:00PM to ensure proper notification/preparation for early release.

### Walkers/RTA riders

Enter through the main building's doors and staff will escort them to the modular building.

### Yellow Bus/Daycare vans

Scholars are released to the buses/vans in a timely manner. Any delays will be communicated to families via the school messenger. If you need transportation and need to apply for it, contact the main office and speak to an administrator.

### Dress Code:

At East Academy, we believe the path to success starts with how we first see ourselves. We are COMMITTED TO EXCELLENCE; our uniform policy is stated below:

### *East Academy's Dress Code Policy for the 2025-26 School Year.*

### Scholars EK-7

- White, Red, Black button-down shirts/polos /blouses.
- Black pants (Only) or Black Skirts for Girls (Black Jumpers Are Acceptable for girls)
- Black Cardigan Sweaters during cold months.
- Red or White polo shirts on Fridays (East Academy T-Shirts Are Acceptable)
- Black, white, red (or a combination of those colors) tennis shoes.
- East Academy Crew Neck Sweaters for Elementary School.
- East Academy Hoodies for the Middle School.

**MISSION:** To prepare students for a college preparatory high school that will ensure success and graduation from a four-year college/university.

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**\*8<sup>th</sup> Grade Scholars Only \***

- Khaki pants or Khaki Skirts for Girls.
- White (Only) button down shirts/blouses.
- Red Cardigan Sweaters during cold months.
- Red or White polo shirts on Fridays (East Academy T-Shirts Are Acceptable)
- Black, white, red (or a combination of those colors) tennis shoes.
- East Academy Hoodies for the Middle School.



\*Families: scholars ***ARE NOT*** allowed to wear jeans, leggings, joggers, non-East Academy Hoodies, hats in the building, colored shoes, sandals, slides or crocs.

*Consequences for failure to wear uniform include Reminders letters (3x), conference with school administration, detention, suspension, and/or potential removal from East Academy.*

**\*Please see attached: Updated Visitors Policy 2025-2026 School Year\***

Yours in Education,

Ashley Hall-Green, M.Ed., S.A.  
Principal, K-8

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**Please sign and return the attached Commitment to Excellence on your scholars first day of school:**

## East Academy's Family Commitment to Excellence

I \_\_\_\_\_ parent of \_\_\_\_\_ promise to commit to East Academy in the following way:

- Ensure that my child(ren) arrive(s) at school every day by 8:00AM. (7:30AM for breakfast) and are retrieved from school by 3:30 PM.
- Ensure that my child(ren) uphold the policy of excellence in both behavior and academics.
- Ensure that my child(ren) are in dress code according to the policy outlined in this letter.
- Ensure that I make myself available to my child(ren), the school with any concerns that may arise.
- Ensure that my child(ren) understand and follow the school's rules and support the school's code of conduct.

Parent/guardian name: \_\_\_\_\_ Phone: \_\_\_\_\_

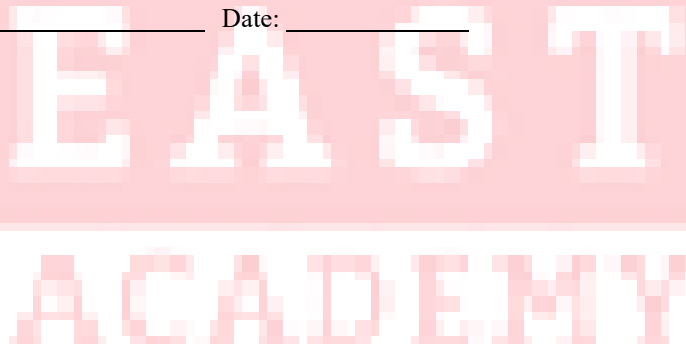
Student name(s) \_\_\_\_\_ (grade) \_\_\_\_\_

Student name(s) \_\_\_\_\_ (grade) \_\_\_\_\_

Student name(s) \_\_\_\_\_ (grade) \_\_\_\_\_

Student name(s) \_\_\_\_\_ (grade) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## IMPORTANT: CLOSED CAMPUS

Eagle Families,

I hope this message finds you and your loved ones well. As you are aware, we are all facing challenging times regarding school safety. As a school, we have always taken every precaution necessary to keep our students and staff safe.

We are writing to inform you that our school will be implementing a **zero-visitor policy** as an extra layer of safety for our staff and scholars. This policy will take effect immediately and will remain in place until further notice.

The safety and wellbeing of our students and staff are of the utmost importance to us. In the society we live in today, we believe implementing a zero-visitor policy is necessary to ensure their safety. This decision has been made after careful consideration and consultation with local law enforcement and security experts.

Under this policy, no visitors will be allowed in the school building, except in emergencies or where it is essential. Any essential visitors will be required to follow strict safety protocols, including signing in at the main office, wearing identification badges, and being escorted.

We understand that this policy may be an inconvenience for some families, but we believe it is the best course of action to help protect the physical safety of our entire school community. We are committed to creating a safe and secure learning environment for all students and staff, and we appreciate your support in this effort.

If you have any questions or concerns about this policy, please contact us. We will keep you updated on any changes or developments as they arise.

Thank you for your understanding and cooperation in this matter.

Yours in education,

Ashley Hall-Green, M.Ed., S.A.  
Principal

*Please See Next Pages for FAQs regarding the Closed Campus*

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## Closed Campus F.A.Q

### **I would like to pick up my Scholar for early dismissal:**

- Call the School prior to 2pm to request pick up and what time. If there is an emergency, please give us a 15 min heads up. Pick-up must be before 2:50pm.
- Pick up by 2:50pm, door closes at 3pm.
- When you pick up, please buzz for your scholar, show your ID, and sign out your student in the book located at the main entrance.
- Please be advised that early pickups often will result in truancy issues.

### **I would like to drop off lunch.**

- Buzz into the office, speaker located on the outside of main door and mod door. State the scholar's name and grade and that you are leaving lunch.
- Leave lunch on the table inside of the bin with a sticky note (provided for you)

### **I would like a meeting.**

- Call the school and set up a time slot for a meeting.
- Please do not come to the school, call the office for all meetings.

### **Regular Dismissal – Starts at 3:30pm**

- Please stay in your vehicle
- Do not get out of your vehicle
- Once you have your scholar in your vehicle, please proceed out of the parking lot with caution as directed by staff.

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