



Broadway Academy @Willow • 5004 Glazier Ave. • Cleveland, Ohio 44127 • (216) 271-7747

Welcome to Broadway Academy at Willow (BAW)!

Welcome to the 2026–2027 school year at Broadway Academy at Willow (BAW)! We are excited to begin another year filled with enriching educational opportunities, academic growth, and memorable experiences for our Scholars.

We are pleased to continue offering a variety of programs and extracurricular activities, including:

- Volleyball
- Basketball
- Cheerleading
- Art
- Science Fair
- After-School Tutoring

In addition to these programs, we remain committed to providing a high-quality educational experience that supports the academic success and personal growth of every Scholar.

We understand that you want the very best for your child, and the faculty and staff of the BAW family are dedicated to helping every Scholar thrive. We are pleased to inform you that your enrollment application has been accepted, and your Scholar's seat has been reserved for the upcoming school year.

First Day of School

The 2026–2027 school year will officially begin on:

Monday, August 17, 2026 – All Grade Levels

Parent & Scholar Back-to-School Orientation

All families are required to attend a school orientation. If you have received this packet, thank you for your cooperation and commitment to the BAW community.

Our Open House/Back-to-School Night will be held on:

Wednesday, August 12, 2026

During this event, Scholars and families will have the opportunity to:

- Meet their teachers
- Visit classrooms
- Learn about school expectations and procedures
- Receive important information for the upcoming school year

Additional details will be shared through our social media platforms:

- Facebook: Broadway Academy at Willow
- Instagram: Broadway Academy at Willow

New Enrollment Information



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All new families seeking enrollment at Broadway Academy at Willow must attend an orientation meeting with their child(ren). During this meeting, families will meet with the Principal, Office Manager, and Director of Academics prior to final acceptance into the school.

Failure to attend the required orientation meeting may delay your child's start date.

School Hours

School Day: 7:15 a.m. – 2:30 p.m.

- School doors open at 7:15 a.m.
- All Scholars must be picked up no later than 2:45 p.m.

We appreciate your partnership and look forward to a successful and exciting school year at

Broadway Academy at Willow!

Arrival Procedures

Please Note: The parking lot is reserved for staff and visitor parking only. All Scholars should be dropped off in front of the building on the Glazier School side of the building (facing North). Buses will drop off students on Nursery Avenue, along the school side of the street (facing West).

Morning Arrival

1. Student Drop-Off

- Student drop-off will take place at the front entrance of the building.
- Scholars will enter through the main entrance doors, where staff members will be on duty to assist and supervise.
- All bus riders will also enter through the main entrance.

Important: School doors will be locked promptly at **7:35 a.m.** as we begin our morning meeting. Any Scholar arriving after 7:35 a.m. must be accompanied by a parent or guardian and buzzed into the building. Parents/guardians must sign their Scholar in and provide a valid reason for the tardy arrival.

2. Breakfast

- Breakfast is served daily from **7:15 a.m. to 7:45 a.m.**
- Scholars arriving after 7:45 a.m. may be offered a grab-and-go breakfast option and will be directed to their classroom.

3. Cell Phones

- All cell phones must be turned in and secured in designated phone holders upon arrival.
- Scholars arriving after 7:35 a.m. must turn in their cell phones before receiving a tardy pass.
- Any Scholar found entering a classroom with a cell phone will be subject to the consequences outlined in the school's Cell Phone Policy.



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Dismissal Procedures

1. Dismissal Times

- Dismissal for bus riders and van riders will begin promptly at **2:30 p.m.**
- Walkers and car riders will be dismissed beginning at **2:35 p.m.**
- All Scholars should be picked up promptly. In the event of an emergency or delay, please contact the main office at **(216) 271-7747**.
- All Scholars must be picked up by **2:55 p.m.**

If a Scholar is picked up after dismissal time on more than three separate occasions, a parent conference will be scheduled to discuss alternative after-school arrangements. If a parent or emergency contact cannot be reached by 3:00pm Department of child and family services will be contact.

2. Car Rider Pick-Up

- Student pick-up will take place on Glazier Street on the school side of the street (facing North).
- For the safety and efficiency of our dismissal process, all parents and guardians must remain in their vehicles during pick-up.

3. Bus Transportation

- Bus pick-up will occur in the rear parking lot.
- The parking lot will be closed to traffic until all buses have safely exited the school grounds.

4. Transportation Changes

- Any changes to a Scholar's dismissal transportation must be communicated to the school by calling **(216) 271-7747** or by sending a written note with your Scholar.
- The note should clearly identify the transportation change.
- Scholars will not have access to school phones during the day, except in emergency situations.

5. Car Rider Identification Tags

- Each car rider family will be assigned a numbered car tag.
- Please display the car tag prominently and visibly in your vehicle during pick-up.
- Having your assigned number visible helps ensure a safe, organized, and efficient dismissal process.

Important Reminder

To ensure the safety of all Scholars and maintain an efficient dismissal process:

- Parents and guardians must remain in their vehicles during pick-up.
- Parents should not gather or wait outside the main entrance.
- Please have your Scholar's car tag always displayed and visible during dismissal.

Early Pick-Up Procedures

To ensure the safety of all Scholars and to protect valuable instructional time, Broadway Academy has established the following early dismissal procedures:



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1. **Early pick-ups will not be permitted after 2:00 p.m.** During this time, Scholars remain engaged in instruction while staff prepare for a safe and orderly dismissal. To maintain the security of our building, visitors will not be permitted to enter or exit the building after 2:00 p.m.
2. **Early dismissal requests must be received by 1:30 p.m.** Requests submitted after 1:30 p.m. will only be approved in the case of a documented medical appointment or a verified emergency. Notification must be provided by written note, email, or phone call no later than 1:30 p.m.

Early pick-ups result in missed instructional time that is essential to your Scholar's academic success. We appreciate your partnership in limiting early dismissals whenever possible.

Contact Information

Maintaining current and accurate contact information is essential to your Scholar's safety. Please notify both the school office and your Scholar's teacher immediately if any of the following information changes:

- Home address
- Phone number(s)
- Email address(es)
- Emergency contact information
- Authorized individuals approved to pick up your Scholar

Keeping this information up to date allows us to communicate with families promptly and respond appropriately in the event of an emergency.

Please Note: The State of Ohio requires proof of residency before a student's address can be changed in school records. Acceptable documents include:

- Lease agreement
- Mortgage statement
- Current utility bill
- Current bank statement

Late Pick-Up Procedures

Scholars must be picked up no later than **2:55 p.m.**

If your student is not picked up by 2:55 p.m., school staff will immediately begin contacting the parent/guardian and the emergency contacts listed in the student's records.

Parent Arrival After 2:55 p.m.

Parents or authorized pick-up people arriving after 2:55 p.m. will be required to enter the building and sign their Scholar out before leaving.

Required Safety

If we are unable to reach a parent, guardian, or emergency contact by **3:20 p.m.**, Broadway Academy will contact **Children and Family Services** and the **Cleveland Division of Police** to ensure the safety and well-being of the Scholar.



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We appreciate your cooperation in following all dismissal procedures. Your partnership helps us maintain a safe, secure, and efficient dismissal process for every Scholar.

Parents and visitors will not be permitted to enter the building unless a pre-scheduled meeting has been arranged.

These procedures help maintain a safe, orderly, and efficient dismissal process for all Scholars.

Attendance

Regular attendance is essential to every Scholar's academic achievement and overall success. Scholars who attend school consistently are better able to engage in daily instruction, build positive relationships, and achieve academic growth.

Broadway Academy expects every Scholar to:

- Attend school every day unless illness or another excused absence prevents attendance.
- Arrive at school on time each day.
- Remain at school for the entire instructional day whenever possible.

Scholars who demonstrate a pattern of excessive tardiness, early dismissals, or absences will be referred to the principal for review.

Ohio law requires regular school attendance. Any Scholar who has had **five (5) or more absences and/or tardies**, whether excused or unexcused, may be required to attend an attendance conference with their parent/guardian and school administration to develop a plan for improving attendance.

Excessive absences and tardiness may result in truancy intervention and reporting requirements in accordance with the Ohio Department of Education's attendance laws and regulations.

We appreciate your partnership in ensuring your Scholar attends school regularly, arrives on time, and remains in school for the full instructional day whenever possible.

The Dillions District Matrix

At Broadway Academy Willow, all Scholars are expected to learn, practice, and consistently demonstrate the expectations outlined in the **Dillions District Matrix**. The Matrix provides a clear framework for positive behavior, respectful interactions, and a safe learning environment.

The Matrix will be:

- Explicitly taught beginning on the first day of school.
- Reviewed, practiced, and reinforced daily through the end of October.
- Revisited after every extended break, including Fall Break, Winter Break, Spring Break, weather-related closures, or any extended interruption to instruction.

Parents and guardians are required to review the Matrix with their Scholar and sign the acknowledgement page at the end of this handbook, confirming their understanding of the school's behavioral expectations and discipline procedures.



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Broadway Academy maintains high expectations for student behavior. During **Open House on August 12, 2026**, families will receive an overview of the discipline policy, including behavior expectations, the tiered system of infractions, and the corresponding consequences.

Together, we can create a safe, respectful, and positive learning environment where every Scholar can thrive.

Field Trips & Golden Ticket Program

At Broadway Academy Willow, field trips are considered an extension of the educational program and are designed to reward students for demonstrating excellence both inside and outside the classroom. Participation in field trips is a privilege earned through consistent effort throughout the school year.

To participate in eligible field trips and special activities, Scholars must meet the established criteria in the following four areas:

1. **Attendance** – Maintain at least **90% attendance** during the designated monthly or quarterly period.
2. **Positive Behavior (PBIS)** – Meet school-wide behavior expectations as outlined in the Dillions District Matrix.
3. **Academics** – Meet the academic expectations established for the grading period.
4. **Golden Ticket Eligibility** – Earn a quarterly Golden Ticket by successfully meeting the attendance, behavior, and academic goals.

Specific eligibility requirements for each activity or field trip will be communicated to families in advance. Students who meet the established criteria will receive an individualized permission slip confirming their eligibility to participate.

Important Information

- Field trips are planned for all students within a grade level.
- Scholars are expected to meet **all four eligibility requirements** to participate.
- Eligibility decisions are based on the published criteria and are final.
- **There are no exceptions** to the established eligibility requirements.

Our goal is for every Scholar to earn the opportunity to participate. We encourage families to partner with us by supporting excellent attendance, positive behavior, and strong academic performance throughout the year.

School Meals Program

Broadway Academy @Willow 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 energy drinks will be allowed.** There is



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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 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 stored and remain in their original packaging. Celebrations will only be permitted between the hours of 1:30p.m.-2:30p.m.**

Dress Code

Broadway Academy @Willow 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: Blue Polo Shirts
 - ☐ 6-8: Dark/Hunter Green Polo Shirts
- DAW 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
- Wednesday All student wear white shirt with blue tie (White with tie Wednesday's)
- **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 Navy blue, or dark green in color aligned to the assigned shirt color K-5 Blue sweater 6-8 Dark green sweater (no logos or designs).
- Socks and girls' tights are to reflect the school uniform colors (blue, green, white or black only). No sheer tights. No patterns.



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- 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 tennis shoes/sneakers. No open-toed shoes are allowed. No Crocs, Uggs slide-in, Flip-Flops, Slides, or furry boots will be permitted.
- Shirts must be always tucked in.
- 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, large 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 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 Chromebook/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



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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. Broadway Academy Willow airs school closings on local news channels, school messenger (email, SMS text and voicemail), ClassDojo and Facebook. We typically close to 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. Depending on the news and your best discretion during poor weather conditions.

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

BAW 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 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



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Broadway Academy Willow I 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 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,

Akia Harper-Sheppard
Principal