



**Near West**  
Intergenerational School

# School Procedural Guide

Revised June 2019

## Near West Intergenerational School's 2019-2020 School Guide

### *Mission, Vision, Values of Intergenerational Schools*

#### **Mission**

Near West Intergenerational Schools connects, creates and guides a multigenerational community of lifelong learners and spirited citizens as they strive for academic excellence.

#### **Vision**

Intergenerational Schools are a top choice in public education for Greater Cleveland families. We foster joyful and independent academic and social emotional learning that allows students and mentors to excel both individually and together in one equitable community. As innovative and progressive educators, we are catalysts and collaborators in improving public education that transforms Cleveland.

#### **Values**

Integrity

Work Ethic

Choice and Accountability

Celebration of Diversity

Interpersonal Skills

Shared and Responsible Use of Resources

Innovation

Joyful, Independent Learning

#### **Statement of Non-Discrimination**

Near West Intergenerational School does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, political affiliation or beliefs, athletic performance, special need, genetic information, proficiency in English, physical or mental disability or academic achievement, family/parental status, income derived from a public assistance program, membership in an employee organization, and does not allow reprisal or retaliation for any prior civil rights activity. Upon admission of any handicapped student, we will comply with all federal and state laws, regarding the education of handicapped students, per ORC 3314.06.

### *General Information*

Parents and guardians, thank you for reviewing the contents of this handbook with your child. We look forward to partnering with you this school year to provide the best possible educational experience for your child. Using and understanding this handbook will help ensure everyone in the schools has a positive year. This book is not an all-inclusive list of policies and procedures for our schools. We encourage you to visit the website ([intergenerationschools.org](http://intergenerationschools.org)) to review a complete list of our policies or speak with one of our administrators if you have a question or concern.

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### *Near West Intergenerational Schools' Directory*

#### **Near West Intergenerational School**

3805 Terrett Ave.

Cleveland, Ohio 44114

216-961-4308

[www.intergenerationschools.org/near-west-intergenerational-school](http://www.intergenerationschools.org/near-west-intergenerational-school)

#### Administrative Contact Information

- April Maimone, Principal
  - [amaimone@nearwestschool.org](mailto:amaimone@nearwestschool.org)
  - Ext. 2308
- Andres Perez-Charneco, Director of Operations & Network Wide IT
  - [aperez-chneco@nearwestschool.org](mailto:aperez-chneco@nearwestschool.org)
  - Ext. 2321
- Nancy Szilagyi, Assistant Principal
  - [nszilagyi@nearwestschool.org](mailto:nszilagyi@nearwestschool.org)
  - Ext. 2342
- Molly Mizisin, Community Relations & Intergenerational Programming
  - [mmizisin@nearwestschool.org](mailto:mmizisin@nearwestschool.org)
  - Ext. 2309
- Virgen "Lee" Rodriguez, Administrative Assistant
  - [vflecha@nearwestschool.org](mailto:vflecha@nearwestschool.org)
  - Ext. 2312
- Brooke King, Executive Director of Intergenerational Schools
  - [bking@igschools.org](mailto:bking@igschools.org)
  - Ext 2337
- Molly Toussant, Director of Education for Intergenerational Schools
  - [mtoussant@igschools.org](mailto:mtoussant@igschools.org)
  - Ext 2310

#### Social Media

- Facebook
  - Near West Intergenerational School
- Instagram
  - @nwischool
- Twitter
  - @NearWestSchool

### *School Hours of Operation*

The School Office for all of our Intergenerational Schools is open when school is in session from 7:45am-4:00pm. Office hours may vary over the summer break.

The school instructional day is from 8:00am-3:00pm.

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### *Intro Message here from Principal*

Hello and welcome to the 2019-2020 school year, Near West families and students!

As Principal of Near West Intergenerational School, it is my pleasure to welcome everyone to what promises to be another great school year! We are excited to have students back in the classrooms and hallways, filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected, and part of the Near West family. Additionally, we strive to challenge each student to grow in his or her academic abilities and to be ready to succeed in high-school and beyond by the end of their time with us. Here at Near West, we have fantastic teachers that spend hours planning and creating classroom activities to engage our students in learning. Our teachers utilize research-based best practices and analyze academic data to determine current skill levels and set goals for growth and improvement.

We hope that you will find the Family Handbook to be helpful and informative. The handbook was redesigned this year to best communicate the most requested school specific policies to ensure the safety of all our students, staff, and visitors. In addition to the school policies, the handbook details procedures that govern the successful operation of our school.

Use our online gradebook, JupiterEd (which can be accessed via computer or smartphone) to monitor your child(ren)'s progress and connect with their teachers. If your schedule permits, you can volunteer your time and help at Near West—we'd love to have you! Make it a point to join the NWIS Family Group. We hope you will attend our Curriculum Night, Celebrations of Learning, Parent Teacher Conferences, monthly Community Meetings, class celebrations, and other school functions. More information about dates and times can be found on our social media accounts and website.

I am honored to serve as the Principal of Near West Intergenerational School. It is truly a privilege to be a part of a community where families, teachers, and students care for each other and strive to build positive relationships that support both academic and social growth. Please feel free to contact me at (216) 961- 4308 ext 2038 or at [amaimone@nearwestschool.org](mailto:amaimone@nearwestschool.org).

Sincerely,

Ms. April Maimone - *Principal*

This guide is not an all-inclusive list of policies and procedures for our schools. We encourage you to visit the website ([intergenerationschools.org](http://intergenerationschools.org)) to review a complete list of our policies or speak with one of our administrators if you have a question or concern.

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### *Parents as Partners*

#### *Parent & Family Group*

The school Parent & Family Group is a wonderful way to get involved in your child's school. The Parent & Family Group is the driving force behind many school/family activities. They also raise needed funds to support the school. Parent & Family Group meetings will be held once a month and meeting dates and times will be regularly communicated to families. Parents and guardians who wish to receive email communication should provide their email address to the group.

Parent Group President:

Parent Group President: Alana Dennis – [alana.m.dennis@gmail.com](mailto:alana.m.dennis@gmail.com)

Additionally, if you have specific school questions or concerns that are not addressed in the family handbook feel free to reach out to the parent liaison. This individual, a current staff member, will help guide and direct you through any issue and help connect you with the proper individuals.

Parent Liaison:

Molly Mizisin — [mmizisn@nearwestschool.org](mailto:mmizisn@nearwestschool.org)

#### *Visiting the School*

##### **FOR THE SAFETY OF ALL OF OUR STUDENTS:**

Near West Intergenerational School wishes to provide a welcoming environment for visitors and volunteers, while at the same time keeping the schools safe and secure. Toward that end the following procedures must be followed:

**All visitors are required to have a pre-arranged appointment or volunteer schedule in order to speak to school staff or faculty during the school day.** In the event of an urgent situation, the Principal or Assistant Principal may be available to speak with a parent/guardian without a prior appointment, but this is not always possible.

Doors to the school must remain locked at all times and all visitors (including parents, guardians and volunteers) must be 'buzzed' in from the Main Office before entering the building. **PLEASE DO NOT LET ANYONE IN BEHIND YOU AS YOU ENTER.** Kindly let the person behind you know that the office has to buzz everyone in individually. Should the doors be unlocked (such as during the dismissal or arrival process), all of these procedures still apply.

All visitors need to obtain a Visitor Badge via the Raptor System (visitor management software) in the Main Office. In order to obtain a badge, all visitors must present a current state issued ID to scan into the system. This badge must be worn and visible at all times during the visit. Upon conclusion of the visit, the visitor must report to the Main Office to sign out and immediately proceed through the exit.

School officials have the authority to call a law enforcement officer if any individual violates this policy or does not leave School premises when requested to do so. The Principal or his/her designee has the authority to prohibit the entry of any disruptive visitor to the School premises.

##### **SCHOOL EVENTS AND CLASSROOM VISITS:**

We feel it is important for parents/guardians to understand what a "typical" day of learning looks like for their child. To keep disruptions to learning at a minimum during the school day, we have designated unique opportunities throughout the school year for parents to come and observe their child's learning. Please see the official school calendar for all dates and times.

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Parent/guardian attendance REQUIRED:

- Curriculum/Handbook Night
- 1st Trimester Parent Teacher Conferences [2nd and 3rd Trimester are optional but encouraged.]

Attendance/Initiative: STRONGLY ENCOURAGED

- Volunteer in the classroom for special projects, classroom parties, etc.
- Volunteer to assist the teacher on a field trip or an IG visit
- Be a guest speaker to discuss your career or special skill
- Volunteer to become a Reading or Math Mentor (you will not necessarily be assigned to your child's class).

### Classroom Observation

These must be scheduled ahead of time. As each teacher strives to educate with a limited amount of class time, we want to ensure that there are no disruptions or distractions during instructional time. Observations are not a time for individual conferences. Administrative members (Principal, Ops Director, and Office Staff) may be available to answer any questions that you may have once the observation has been completed.

A few other friendly reminders about observational visits at NWIS:

- Do not interrupt or talk with teachers and/or students during instruction.
- No video or audio recording of class activities/lesson (teachers and/or students).
- No photos of class activities/lesson (teachers and/or students).
- Observations are to be no more than one hour; unless approved, in advance [2 business days], by the teacher.

If you would like to discuss an observation afterwards (questions/comments):

- Set up a meeting via email or phone call to teacher to discuss the observation.
- Email and phone call should be made after the observation. Not during.
- Immediate questions should be directed to administration.
- Please note: due to the Family Educational Rights and Privacy Act (FERPA) privacy laws, we will only discuss matters pertaining to your child and will not discuss the behavior and/or academics of any other child(ren).

Parents are also invited to participate in the following NWIS Regular and Special Events:

- IGS Board Meetings (calendar available on the website)
- Parent Group Meetings
- Community Meetings
- Celebrations of Learning
- Concerts
- Field Day

### *Parent/Guardian-School Communication*

Near West Intergenerational School's staff is committed to developing effective home/school communication. If a parent has a question or concern, he/she should request a phone call, meeting, or communicate through email **with the staff member who can best address the matter [please see lists below]**. Usually this is the classroom teacher, who will be happy to arrange an after-school call or meeting.

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During the school work day (7:45 to 3:30), teachers are expected to direct their attention to the students. Teachers are not available to conference with parents during these times, unless by appointment and during a time when the teacher does not have responsibility for students.

To assist parents, here are the communication steps that should be taken, in order, depending on the area of the concern:

### For all Educational questions or concerns, please:

1. Check Jupiter Gradebook and Family Handbook
2. Email or call to schedule an appointment with classroom or special teacher
3. Email or call to schedule an appointment with Principal
4. Email or call to schedule an appointment with Director of Education

### For all Behavior or Disciplinary questions or concerns, please:

1. Check Jupiter Gradebook and Behavior Code in Family Handbook
2. Email or call to schedule an appointment with classroom or special teacher
3. Email or call to schedule an appointment with Assistant Principal
4. Email or call to schedule an appointment with Director of Education
5. Request a meeting of the Disciplinary Review Committee

### For other questions (Admissions/Re-enrollment, Field Trips, IG Programming, Mentoring, High School Transition, State Testing, etc.), please:

1. Admissions and Re-enrollment --Email or call to speak with the Community Relations & Enrollment Coordinator.
2. IG Visits, Mentoring -- Email or call to schedule an appointment with the Community Relations & Enrollment Coordinator.
3. High School Transition and High School Visitations -- Email or call to schedule an appointment with the Community Relations & Enrollment Coordinator.
4. State Testing/Assessment Questions -- Email or call to schedule an appointment with the Assistant Principal.

### For all Administrative questions (such as forms, fees), please:

1. Review information in the Family Handbook
2. Request information from the Administrative Assistant in main office
3. Email or Call to schedule an appointment with the Director of Operations
4. Email or Call to schedule an appointment with the Executive Director

If a parent/guardian has taken these steps and still feels their question/concern has not been adequately addressed, there are additional actions that may be taken:

- Communicate with the Board of Directors through letter or email  
Contact information available on NWIS website or at the end of this guide.
- Contact school's sponsor:  
Matt Rado of the Cleveland Municipal School District Sponsorship at (216) 838-0113 or [matthew.rado@clevelandmetroschools.org](mailto:matthew.rado@clevelandmetroschools.org)

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All communication between school staff and families will be mutually respectful. Appropriate language, including tone and volume, is to be used by all at all times when in the school or on school grounds. If necessary, the school staff will immediately terminate any conversation (in person or on the phone), or not respond to any written communication, in which a parent or guardian is abusive, harassing, or using inappropriate or profane language. In the case of verbal abuse, future communication regarding the matter must be in written form. Threatening behavior or language towards staff, other parents or students, may result in reporting the incident to the authorities and/or being banned from entering the building.

### *School Arrival*

- Students need to be in their homeroom classroom ready to learn by 8:00 am.
- Students who are in the bathroom or unpacking/getting organized for the day in the hallway at 8:00 am are considered tardy.
- Students who are not in their classroom by 8:00 am will be sent to the office for a tardy slip.
- Students who accumulate more than 5 days of being tardy will not receive an attendance award, regardless of lack of absences.

### *Morning Drop Off*

Students may enter NWIS beginning at 7:40am using the following two options:

#### **Option One:**

- Pull your vehicle up in a single file line to the gym doors inside the parking lot (Door D). Children should immediately exit the vehicle and walk straight to the gym door. Drivers should NOT get out of their vehicles during drop off or impede the smooth and safe flow of traffic. There will be 1-2 NWIS staff members posted by the gym doors directing traffic. Please be considerate of those waiting behind you when dropping off your child(ren).

#### **Option Two:**

- You may drop off your child(ren) on Terrett Ave and allow them to walk to enter the gym (Door C). Please do not park on Terrett Ave. at any time.

Breakfast will be available from 7:40-7:50am. Students may proceed to classrooms at 7:45am.

All students are expected to be in their classroom ready to learn at 8:00am. Any student not in the classroom ready to learn by that time is tardy. Starting at 8:00am students must report to the school office to obtain a tardy slip. The main entrances will be locked at all times.

### *School Dismissal*

Instructional time is valuable and continues up to the point of dismissal. Early pick-ups result in a loss of instructional time and are strongly discouraged unless in the event of a scheduled medical appointment or other such reason.

Students will begin to be dismissed from the building starting at 3:10pm. There are two options for dismissal.

#### **Option One**

- Park your vehicle in the NWIS parking lot or on W. 38<sup>th</sup> and walk to the walker pick up door (Door C) which faces Terrett Ave. Please be aware of traffic and follow all staff guidelines when walking through the parking lot.

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### Option Two

- Line up in two side by side rows by Door D, which exits onto the parking lot. Look for traffic cones and follow all staff directions. NWIS staff will bring students out to cars one by one and facilitate traffic flow. Please be aware of pedestrian traffic.

Students with signed walker releases may exit at Door C onto Terrett Ave. Children enrolled in an aftercare program that picks up at NWIS will be escorted out by NWIS staff onto Terrett Ave. and walked to the waiting vehicles on W. 38<sup>th</sup>.

Please DO NOT park on Terrett Ave. during dismissal. If you need to enter the school due to an appointment with a teacher or administrator, you will need to enter through the main entrance and go directly to the office to check in.

### Early Dismissal (in the event of a scheduled appointment):

- Your child will remain in their classroom until you arrive at the main office; your child cannot wait in the main office area because it results in lost classroom time.
- Students will be notified to pack up their belongings once you arrive. Please account for "pack up time" when you are planning to pick up your child.
- A child will be released only to the parent or other individual listed on the Emergency Form unless the school has written permission to do otherwise. Contact Ms. Lee in the Main Office.
  - Email: [vflecha@nearwestschool.org](mailto:vflecha@nearwestschool.org)
  - Fax: 216-961-4606
- The person picking up the child must have photo ID to be scanned in the Raptor System.
- The student is still held responsible for any homework assignments.

### Late Pick-Ups

- After 3:30 pm school staff will bring students back into the building; any child(ren) not picked up except for those students who are participating in a school sponsored after school activity/program will be charged a fee.
- For any students participating in a school sponsored after school activity, late fees will be assessed for any student that is not picked up at the end of the program.
- Fees will be assessed as follows:
  - Parents will be assessed a ten dollar (\$10.00) late pick up fee beginning at 3:31 pm. If a parent has more than one child attending NWIS, the fee will be charged for **each child**. This fee will be charged to the student's account. After 3:45 the fee is increased by \$10 every 15 minutes. Please contact the school ahead of time if you know you are going to be late to pick up your child (fees will still apply).
    - 3:31 to 3:45 = \$10
    - 3:46 to 4:00 = \$20
    - 4:01 to 4:15 = \$30
    - 4:16 to 4:30 = \$40, etc.
    - **The fee will be charged for each child. This fee will be billed to the student's account.**
- After one hour, if the school has had no communication with a parent/guardian and is not able to reach anyone from the emergency contact list, staff will contact Cuyahoga County Children and Family Services and/or the Cleveland Police Department to report an abandoned child.
- In exceptional circumstances, school staff may choose to waive or not charge late pickup fees. In these cases, it is the sole discretion of the Director of Operations, and/or his/her designee. These situations are always unique and individualized for each situation.

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### *After School Programs*

From time to time the schools will offer after school programs for students. Students who participate in these programs must follow all Intergenerational Schools policies and procedures while in the program. Each individual program will establish guidelines for eligibility, attendance, behavior, schoolwork or homework requirements and any other applicable facet of the program.

After school programs may require a mandatory parent meeting where the policies and procedures will be explained. Parents and students will sign and agree to adhere to the policies before the student can participate.

Chronic late pick up may be cause for a student to be dropped from the program.

Only students who are members of the program may stay after school. Parents must seek alternative arrangements for siblings of participants in after school programs. Failure to follow this requirement will result in the participating student being dropped from the program.

### *School Culture and Helpful Information*

#### *Weather and Appropriate Dress*

Students go outside daily for recess and may go outside for fieldtrips or as part of a class lesson. Please ensure your child is dressed for the appropriate weather at all times. This includes boots, a hat, gloves, scarf, raincoat etc.

**If a child cannot go outside for health reasons, a physician's note is needed stating the reason and when the child may resume outdoor activities. If we have not received such a note, the child will go outside.**

#### *Change of Uniform*

Spills and accidents happen, students need a full change of uniform kept at school, having extra clothes will eliminate the need to call a parent at work. Please include dress code socks, pants (or skirt), shirt and underwear. These items should be in a plastic bag labeled with the student's name. When items are used, a clean replacement should be sent in the next day.

#### *Meal Programs (Federal School Breakfast and Lunch Program)*

##### **School Lunch:**

Near West Intergenerational School currently provides breakfast and lunch to all students at no cost regardless of income. We only require that annually parents fill out the Household Income Form. The information on this form is confidential and the only one who has access to this form is the Director of Operations.

School lunches include one carton of milk.

Near West Intergenerational School **does not** provide food substitutes for non-life-threatening allergies. If your child has a food allergy you will need to contact the front office and provide the school with an Allergy Action Plan signed by your child's physician.

##### **Packed Lunch:**

Students who do not get school lunch should bring a packed lunch daily. Packed lunches must be brought in a lunchbox or small paper bag only—not loose in the backpack.

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We encourage good nutritional habits in school, as this is important throughout life. Packed lunches should provide good nutrition, without high amounts of fat or sugar (Candies, pop/soda is not permitted). An ideal lunch would contain a healthy, balanced mix of the different food groups and include fruits and/or vegetables.

**Food is to be eaten only in designated areas. If a student is caught eating in another location, the food item(s) will be thrown away. For health reasons, sharing of food [both school lunch and packed lunch] is strictly prohibited. We are unable to heat or refrigerate food items brought by students. Please use a lunch box with an ice pack to keep items cool.**

### *Celebrations and Birthdays*

Classroom celebrations are an enjoyable way to build a sense of class community. Teachers may plan a class celebration now and then as a special way to conclude a unit of study, recognize a national holiday, or to recognize the children's accomplishments (such as an authors' party). If parent's would like to celebrate their student's birthday, please beware of the following:

- **Balloons, sheet cakes, ice cream, pizza, juice/soda, chips, party bags, and similar items are not permitted**
- A small treat such as a cupcake or cookie which can be eaten quickly and neatly is permitted. Please provide small plates or napkins for the class, since this is not a normal supply the teachers have on hand.
- Birthday treats may only be brought in for the class of the student celebrating his/her birthday. **This MUST be arranged with the teacher at least one week prior to your child's birthday to obtain the correct number of student's in your child's class and to ensure there are no food allergies.**
- Treats may not be brought in to share with other classes or be passed around the school.
- Students MAY NOT distribute invitations to private birthday parties or other types of parties while at school unless ALL children are invited.

### *Electronics and Phone Usage*

- Upon entering school grounds, all cell phones/electronic devices should be turned off and handed to their teacher to be locked away, or to be kept in the student's backpack (not on their person).
  - **Students may not use personal cell phones/electronics during school hours, including after school activities, unless granted permission by staff member.**
  - **If an active cell phone/electronic is seen or heard by any staff member, it will be confiscated and held at the front office until the student's parents come to recover it.**
  - **It is the student's responsibility to notify parents of confiscated electronics.**
- The school will not be liable for any lost, damaged, or stolen electronic devices.
- Students are not able to use the phone on an at will basis.
  - Staff members will make only necessary phone calls to parents.

### *Valuables*

Only those items specified by the classroom teacher for classroom learning may be brought to school. Any other item seen or heard by a staff member that is a distraction to the learning of others will be confiscated and held by that teacher or the main office until a parent can personally come and pick up the item. It is the student's responsibility to notify their parent/guardian if an object/item is confiscated. At the end of the school year, all items not picked up will be disposed of by the school.

Near West Intergenerational School assumes no responsibility for the loss or damage of any items, including loss of money.

**Any money brought to school for the payment of fees and/or school events should be placed in a sealed envelope, labeled with the name of the student and what the payment is for. The envelope should be given to the classroom teacher or the main office immediately upon arrival.**

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### *NWIS Board Members and Meeting Dates*

All Board meeting are open to the public and everyone is welcome to attend. Listed below are the meeting dates, locations, and time of the school board's upcoming meetings. If there is ever a change in a meeting time or location, it will be posted in the school's main office and on the website.

#### *Board Members*

- Mark Saffran, Board Chair
  - [msaffran@igschools.org](mailto:msaffran@igschools.org)
- Sarah Trimble, Vice Chair
  - [strimble@igschools.org](mailto:strimble@igschools.org)
- Molly Wimbiscus, Secretary
  - [mwimbiscus@igschools.org](mailto:mwimbiscus@igschools.org)
- Mark Charvat
  - [mcharvat@igschools.org](mailto:mcharvat@igschools.org)
- Lynn Carpenter
  - [lcarpenter@igschools.org](mailto:lcarpenter@igschools.org)

#### *2019-2020 School Board Meeting Dates*

Date of Board Meeting	Time of Board Meeting	Location of Board
Tuesday August 27, 2019	6:00pm	LIS
Wednesday, September 25, 2019	6:00pm	TIS
Wednesday, October 30, 2019	6:00pm	NWIS
Tuesday, November 19, 2019	6:00pm	LIS
Wednesday, January 29, 2020	6:00pm	TIS
Wednesday, February 26, 2020	6:00pm	NWIS
Tuesday April 28, 2020	6:00pm	LIS
Wednesday, May 27, 2020	6:00pm	TIS
Wednesday, June, 24, 2020	6:00pm	NWIS

The Intergenerational School (TIS) 11327 Shaker Blvd. 200E Cleveland, Oh. 44104	Near West Intergenerational School (NWIS) 3805 Terrett Ave. Cleveland, Oh. 44113	Lakeshore Intergenerational School (LIS) 18025 Marcella Dr. Cleveland, Oh. 44119
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## Near West Intergenerational School's 2019-2020 School Guide

### *What Our Students Say About NWIS*

Here at Near West Intergenerational School we strive to create a positive learning environment. Our school strives to build a family like environment where everyone is welcome and our parents and community are always involved. Our students kindly encourage and celebrate one another and our staff is knowledgeable and kind. All of our teachers here at NWIS are very supportive to all of our students. Our teachers are our student's role models. They have a strong influence in shaping a student's attitude and personality, so it is necessary that they possess admirable qualities which cultivate the students' talents and abilities. They are approachable and willing to mentor students in achieving academic excellence and attaining their personal goals.

Credit: Mrs. Karol Goodman's Class, May 2019