School Procedural Guide
Revised June 2019
Mission, Vision, Values of Intergenerational Schools

Mission

The Intergenerational School 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

• Celebration of Diversity
• Choice and Accountability
• Innovation
• Interpersonal Skills
• Integrity
• Joyful, Independent Learning
• Shared and Responsible Use of Resources
• Work Ethic

Statement of Non-Discrimination

The 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) to review a complete list of our policies or speak with one of our administrators if you have a question or concern.
The Intergenerational School's 2019-2020 School Guide

The Intergenerational Schools' Directory

The Intergenerational School (TIS)
11327 Shaker Blvd 200E
Cleveland Ohio 44104
216-721-0120
www.intergenerationalschools.org/the-intergenerational-school

Administrative Contact Information

- Silvia Kruger, Principal
  - skruger@tisonline.org
  - Ext. 1106
- Matthew Cox, Director of Operations & Network Facilities
  - mcox@tisonline.org
  - Ext. 1101
- Somadina Iworisha, Assistant Principal
  - siworisha@tisonline.org
  - Ext. 1130
- Lisa Lovato, Community Relations & Intergenerational Programming
  - llovato@tisonline.org
  - Ext. 1117
- Donna Bell, Administrative Assistant
  - dbell@tisonline.org
  - Ext. 1100
- Brooke King, Executive Director of Intergenerational Schools
  - bking@igschools.org
  - Ext. 2337
- Molly Toussant, Director of Education for Intergenerational Schools
  - mtoussant@igschools.org
  - Ext. 2310

Social Media

- Facebook
  - The Intergenerational School
- Instagram
  - @the_intergenerational_school
- Twitter
  - @TIS_school

School Hours of Operation

The School Office 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.
Message from Principal

Dear TIS Families,

Welcome to The Intergenerational School for the 2019-2020 school year! It is essential that the faculty and staff provide the best possible atmosphere for teaching and learning. We believe that every child entrusted in our care be provided with quality instruction. The responsibility to teach all students so they can attain their maximum educational potential is a challenge we accept.

Our faculty and staff are committed to making this year a great experience for your child. We will strive to produce lifelong learners who are active spirited citizens. It is our hope that parents become actively involved in their child's education in order to promote academic achievement and performance.

We have designed this handbook to provide you with meaningful information most requested throughout the year. Please take the time to read and review this handbook with your child. I hope you will find it user-friendly and beneficial during the school year.

We hope you have an enjoyable year! Let's get it started!

Sincerely,
Silvia Kruger
TIS Principal

*This school guide is to serve as an informational tool to help answer any questions that may arise throughout the school year. This guide is not an all-inclusive list of policies and procedures for our schools. We encourage you to visit the website (intergenerationschools.org) to review a complete list of our policies or speak with one of our administrators if you have a question or concern.
Parents as Partners

Parent & Family Group
The school Parent & Family Group is a important 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 are 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:
   Kina Crowder -- kina_crowder@hotmail.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:
   Lisa Lovato -- llovato@tisonline.org

Visiting the School

FOR THE SAFETY OF ALL OF OUR STUDENTS:
The 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.
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 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 visit at TIS:

- 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 may only discuss matters pertaining to your child and may not discuss the behavior and/or academics of any other child(ren).

Parents are also invited to participate in the following TIS 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

The 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.

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 confer 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:**
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 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
The Intergenerational School’s 2019-2020 School Guide

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 TIS website or at the end of this guide.

- Contact school’s sponsor:
  Jeff Jaroscak at Educational Service Center of Lake Erie West at 419.246.3137 or jjaroscak@esclakeeriewest.org

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.

Morning Drop Off

All drop offs should occur on MLK by the Intergenerational School sign and the school crossing guard.

- Drivers should not impede the smooth and safe flow of traffic. Do not:
  - Park in the St. Luke’s (reserved; mentors only)
  - Get out of your vehicle.
  - Block the crosswalk.
  - Wait at drop off point to watch your child walk into school.
- If you want to walk your child to the school entrance, please park on Britt Oval off of MLK.

Students that are eating Breakfast: may enter at 7:30am – Lower Level Doors

- All students entering the lower level doors at 7:30 must take a breakfast.

All students: may enter at 7:45am – Main Entrance

- There is no staff supervision of children prior to 7:45am.
- For security reasons, doors will not open prior to 7:45am—even during inclement weather.
- Starting from day one, we strive to make all our students accountable for each part of their day. Students say their goodbyes to parents and family members for the day at the front door and walk themselves to their classrooms.

The main entrances will be locked at all times other than during student arrival and dismissal.
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.

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. Bell in the Main Office.
  - Email: dbell@tisonline.org
  - Fax: 216-721-0126
- 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.

Park & Pick Up Your Child:

- Teachers will begin dismissal at 3:15pm
- Each teacher will escort their students outside to the sidewalk area to the main entrance.
- Teachers will wait outside with their students until 3:15pm
- After 3:30pm students will be brought back into the building and fees will be assessed
  - (see fee schedule in Late Pick Ups)
- 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.

Daycare/Aftercare Vans

Students will be called for daycare vans, lined up, and walked outside to their daycare van. Vans are parked in the lot behind the school. In order to keep all children safe and accounted for, all students who are enrolled in daycare MUST be dismissed with daycare van students and picked up from designated daycare area [Please do not call or send notes to TIS to have your child dismissed at the TIS door].
- If daycare van arrives after 3:30 pm students will be brought to the main office to wait for pickup; late fees will be assessed.

Boys & Girls Club:

Boys & Girls Club is a separate entity and not affiliated with TIS.

- Please contact them directly with any questions or concerns regarding Boys and Girls Club.
  - Club Director: Earl Ingram: 216.400.8212
- All students who are enrolled in the Boys and Girls Club MUST be dismissed from TIS to the program and then picked up at the Boys and Girls Club entrance; No Exceptions
- The entrance to the club is facing MLK Blvd.
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 TIS, 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.

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 of for 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., depending on the weather.

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

pills and accidents happen, so we ask that each student keep a full change of uniform 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:
The 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.

The 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.

We encourage good nutritional habits in school, as this is important for brain development and the learning process. 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 the cafeteria. 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).

Please DO NOT plan birthday parties during the school day, and DO NOT bring birthday treats to school. Birthdays are a family celebration to take place at home. Invitations to parties outside of school should not be passed out at school unless everyone in the class is invited to the party. If you are inviting only a few school friends to an event outside of school, please mail or email the invitations to each child’s home. Special gifts, such as balloons or flowers, should not be delivered to school. They will not be sent to the child’s classroom because they are disruptive to instruction.
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.

The 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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TIS Board Members and Meeting Dates

All Board meetings 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  
  o msaffran@igschools.org
- Erica Adlakha, Vice Chair  
  o eadlakha@igschools.org
- Molly Wimbiscus, Secretary  
  o mwimbiscus@igschools.org
- Lee Trotter  
  o ltrotter@igschools.org
- Bob Nicolay  
  o rnicolay@igschools.org

2019-2020 School Board Meeting Dates

<table>
<thead>
<tr>
<th>Date of Board Meeting</th>
<th>Time of Board Meeting</th>
<th>Location of Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday August 27, 2019</td>
<td>6:00pm</td>
<td>LIS</td>
</tr>
<tr>
<td>Wednesday, September 25, 2019</td>
<td>6:00pm</td>
<td>TIS</td>
</tr>
<tr>
<td>Wednesday, October 30, 2019</td>
<td>6:00pm</td>
<td>NWIS</td>
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<tr>
<td>Tuesday, November 19, 2019</td>
<td>6:00pm</td>
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<tr>
<td>Wednesday, January 29, 2020</td>
<td>6:00pm</td>
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<tr>
<td>Wednesday, February 26, 2020</td>
<td>6:00pm</td>
<td>NWIS</td>
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<tr>
<td>Tuesday April 28, 2020</td>
<td>6:00pm</td>
<td>LIS</td>
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<tr>
<td>Wednesday, May 27, 2020</td>
<td>6:00pm</td>
<td>TIS</td>
</tr>
<tr>
<td>Wednesday, June 24, 2020</td>
<td>6:00pm</td>
<td>NWIS</td>
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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
What Our Students Say About TIS

I have been at The Intergenerational School for 6 years. I have had my ups and downs but as my friends would agree, it was worth it. When you come to The Intergenerational School you are promised to have a school experience that you will never forget about. The teachers are respectful and the school itself has understandable rules. This school is the school you need to come to.

The Intergenerational School is not known for fighting, although there are arguments between the students as you will find at any other school. The education is amazing and most classes learn something a grade ahead. The school is separated by stages. Primary, k-2; Developing, 3-4; Refining, 5-6, and Applying,7-8. These stages have different class, special, lunch and recess hours.

In conclusion, The Intergenerational School is the place to go, because of its safe environment, friendly teachers and top notch education. When you come to T.I.S, you will have lots of fun and make plenty of friends. Not to mention the very fun events we have. Maybe you will decide to come to T.I.S; just follow the rules and have fun and you will have a great experience.

Sarai Murdock, Applying Stage Student