



THE  
Intergenerational  
SCHOOL



# The Intergenerational School Procedural Guide

## 2026-2027

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A Community of  
Lifelong Learners



# IGS Mission, Vision & Values

## **Mission:**

The Intergenerational Schools, connect, create, and guide, a multigenerational community of lifelong learners and spirited citizens as we strive toward 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.

## IGS CORE VALUES



Celebration of Diversity



Choice & Accountability



Innovation



Relationships



Joy



Integrity



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.

# Welcome to the 2026-2027 School Year

## 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 ([www.igschools.org](http://www.igschools.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 Schools' Directory

Aziz Ahmad,  
Principal

aahmad@igschools.org  
Ext. 1106

Brianna McElrath,  
Assistant Principal

bmcelrath@igschools.org  
Ext. 1148

Donna Bell,  
Administrative Assistant

dbell@igschools.org  
Ext. 1100

Tanya Anglen,  
Wellness Coordinator  
tanglen@igschools.org  
Ext. 1138

Brooke King,  
CEO/Superintendent  
bking@igschools.org

Sarah Alonso,  
Chief Operating Officer  
salonso@igschools.org

### The Intergenerational School

11327 Shaker Blvd. Ste 200E  
Cleveland, Ohio 44104  
216-721-0120  
[www.igschools.org](http://www.igschools.org)

### School Hours of Operation

The School Office: 7:45 am-4:00 pm.  
Office hours may vary over the summer break.  
The school instructional day: 8:00 am-3:00 pm.

# Message from Principal Ahmad

Dear Families of The Intergenerational School,

Welcome to the 2026-2027 school year! We are thrilled to welcome our students and staff back to school. We hope that you were able to relax and make special memories with your friends and family. Now it is time to look forward to a wonderful new school year as we strive for academic excellence together.

Our incredible staff of educators has been in school throughout the summer to prepare classrooms for the new school year. We are grateful to our amazing operations staff as they worked all summer getting our school in pristine shape.

The Intergenerational School is such a special place to learn and grow. We are proud of our beautiful school and have high expectations for each and every student. Our students are kind, compassionate, and eager to learn. Together with our dedicated staff, we strive to make connections with students to help them feel valued, accepted, and safe. We will continue to work towards meeting our mission statement daily and provide a rigorous and joyful, inclusive school environment. Our overarching goal is to encourage active student engagement to foster a lifetime love for learning.

The TIS School Guide is a guide to school policies and procedures for TIS and is not an all-inclusive list of policies and procedures. If you have a question or concern that is not in the TIS School Guide, Family Handbook or may be unclear, please do not hesitate to contact me. In the coming weeks, you can expect information about your child(ren's) homeroom teacher as well as additional news concerning the new school year.

I am looking forward to the many opportunities planned to connect with you this upcoming year. Please sign up for The Intergenerational School's Bloomz page and follow The Intergenerational School on our Facebook or Instagram pages for up-to-date information.

I am looking forward to a great school year. Should you have any needs, please don't hesitate to connect with me via email at [aahmad@tisonline.org](mailto:aahmad@tisonline.org).

Sincerely,

Aziz Ahmad, M.Ed.  
Principal  
The Intergenerational School-East  
[aahmad@tisonline.org](mailto:aahmad@tisonline.org) 216.721.0120 ext. 1106

# School Procedural Guide Changes

This Student Procedural Guide is based in significant part on policies adopted by the Board of Directors and Administrative Guidelines developed by the Principal. Those Board Policies and Administrative Guidelines are incorporated into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, information is subject to change. If you have questions or would like more information about a specific issue or document, please contact the school principal.

## Parents as Partners

### Parent & Family Group

The school Parent & Family Group is an 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. If you would like to join the parent group, please contact Ms. Tanya at [tanglen@tisonline.org](mailto:tanglen@tisonline.org)

# Visiting the School

## FOR THE SAFETY OF OUR STUDENTS, STAFF, AND COMMUNITY:

The Intergenerational School wishes to provide a welcoming environment for visitors and volunteers while taking the health and safety of our students and families very seriously.

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 check in at the Main Office and wait to be buzzed in 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 check 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.

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

# Visiting the School cont'd

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 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 their 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 Trimester is optional but encouraged.]

### Attendance/Initiative: **STRONGLY ENCOURAGED**

- Volunteer in the classroom for special projects, classroom celebrations, 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).
- Community meetings (last Thursday of each month)
- Afterschool performances, sporting events, art shows, etc.

# Visiting the School cont'd

## 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 or may not be available to answer any questions that you may have once the observation has been completed. You may request a follow-up meeting by contacting the appropriate party using the steps listed in the School Communication section below.

A few other friendly reminders about an observational visit at TIS:

- Do not interrupt or talk with teachers and/or students during instruction.
- No video or audio recording of class activities/lessons (teachers and/or students).
- No photos of class activities/lessons (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 afterward (questions/comments):

- Set up a meeting via email or phone call to the teacher to discuss the observation.
- Email and phone calls should be made after the observation. Not during.
- 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 (details TBD at a later time)

# 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, they 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 remote conference. We kindly ask that you allow up to 24 hours for a staff member to respond to all emails, Bloomz messages or phone calls.

During the school day (7:45 a.m. to 3:30 p.m.), 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 only when the teacher is not responsible for students.

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

## **Educational questions or concerns, please:**

- Check Bloomz and the Family Handbook
- Email or call to schedule an appointment with a classroom or a special teacher
- Email or call to schedule an appointment with the Principal

## **Behavior or Disciplinary questions or concerns, please:**

- Check the Behavior Code in the Family Handbook
- Email or call to schedule an appointment with classroom or special teacher
- Email or call to schedule an appointment with Assistant Principal
- Email or call to schedule an appointment with the Principal
- Request a meeting of the Disciplinary Review Committee

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

- Review information in the Family Handbook
- Request information from the Administrative Assistant in the main office
- Email or call to schedule the Principal

# Parent/Guardian-School Communication, cont'd

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 for sponsor below:

Contact school's sponsor: Joyce Lewis at Educational Service Center of Lake Erie West at 419.290.4759 or [jlewis@esclakeeriewest.org](mailto:jlewis@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, any future communication regarding the matter must be in writing. 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 Transportation

## IGS Transportation Policy

Bussing is offered at TIS-East. Please be mindful that transportation is handled by the Cleveland Metropolitan School District (CMSD). While TIS is not responsible for lost or stolen items on the bus or bus timeliness, we will work with you to achieve a happy medium for all parties involved.

To qualify for CMSD transportation, the following must occur:

- Reside within the City of Cleveland
- Home residence must be one to three miles from TIS
- Those that do not qualify are able to receive payment through the transportation in lieu program
- Buses do not drop students off to Daycare

### Student Transportation Management Policies

The school bus driver has authority and/or responsibility to maintain control of the students while they are on the bus, at the bus stop, or in traffic areas on the School's grounds.

Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the School office. All such information is strictly confidential.

It is the responsibility of each school bus driver to complete and document a daily pre-trip inspection of the school bus before transporting students.

All eligible students for transportation shall receive training on the following list of items.

### The student shall:

- Arrive at the bus stop before the bus is scheduled to arrive.
- Wait in a location clear of traffic and away from the bus stops.
- Behave at the school bus stop so as to not threaten life, limb, or property of any individual.
- Go directly to an available or assigned seat so the bus may safely resume motion.
- Remain seated, keeping aisles and exits clear.
- Observe classroom conduct, or the bus conduct established by School administrators, or their designee, and Provider, and obey the driver promptly and respectfully.

# School Transportation, cont'd

## The student shall, cont'd:

- Not use profane language.
- Refrain from eating and drinking on the bus except as may be required and approved by the School administrator, or their designee, for medical reasons.
- Not use nicotine products on the bus.
- Not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- Not throw or pass objects on, from or into the bus.
- Carry on the bus only objects that can be held in their laps. Any equipment that cannot be held by passengers on their laps must comply with the requirements set forth in General Rules (H) as outlined above.
- Leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- Not put head or arms out of the bus windows.

## Transportation Information

Intergenerational schools have historically not provided direct transportation services for students, with only a few exceptions. This approach will continue in the 2025–2026 school year, so there is no significant change in our transportation policy.

Under Ohio Revised Code § 3327.01, public school districts are responsible for providing transportation to students enrolled in community (charter) schools, provided certain conditions are met. This includes students residing within the Cleveland Metropolitan School District (CMSD). To inquire about available transportation options, please contact CMSD Transportation Services at 216.838.4BUS (4287). Eligibility is typically based on factors such as the student's grade level and the distance between home and school.

Please note: The Intergenerational Schools do not manage or influence any part of transportation logistics. This includes bus routes, pick-up and drop-off times, stop locations, schedule changes, or delays. All transportation operations and decisions are entirely handled by your home school district. Any concerns or questions regarding these issues should be directed to your district's transportation department—not the IG Schools.

For families living outside of Cleveland, we recommend reaching out to your local school district's transportation department to explore potential services or reimbursement options for charter school students.

Understanding the logistics and availability of transportation is essential. We encourage families seeking more information to contact the appropriate transportation offices to determine the best solutions for their needs.

# School Transportation, cont'd

## Transportation Information

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# School Arrival

Before arrival at school, parents should assess their students for signs or symptoms of illness. If your student exhibits any sign of illness, please keep them home.

Students need to be inside of their classroom by 8:00 am.

Students who are not in the building by 8:00 am are considered tardy.

## Morning Drop Off

Students may enter TIS beginning at 7:45 am. All drop-offs should occur on MLK by the Intergenerational School sign and the school crossing guard.

If a student is eating breakfast, they will enter on the lower level (cafeteria entrance) starting at 7:30 am. A student may not leave the cafeteria once they enter for breakfast.

If a student is not eating a TIS provided breakfast, they will enter at the main entrance starting at 7:45 am.

**After 8am, students MUST use the main entrance and take their breakfast to their classroom. Entry will not permitted at the cafeteria doors after 8am.**

Drivers should not impede the smooth and safe flow of traffic. **Do not:**

- Park in the St. Luke's parking lot
- Block the crosswalk.
- Wait at the 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.

# School Arrival, cont'd

## **All students: may enter at 7:30am – Main Entrance**

- There is no staff supervision of children prior to 7:30am throughout the school building except for in the cafeteria.
- To enter before 7:45am, students must report immediately to the cafeteria for breakfast. Breakfast services are from 7:30am to 7:55am.
- 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.

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.

# School Dismissal

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

Parents can pick students up for early dismissal if a parent has arrived at the school and, while on school property the parent contacts the main office before 2:45 p.m. Parents arriving after 2:45p.m. will have to wait for regular dismissal.

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](mailto:dbell@tisonline.org)

Fax: 216-721-0126

The person picking up the child must have a photo ID to be scanned in the Raptor System.

The student is still held responsible for any homework assignments.

# School Dismissal, cont'd

## Dismissal

Dismissal is 2:55 - 3:30pm. Any student pick-up changes must be given by 2:45pm to school secretary to be honored. Walkers must have a valid walker release on file to be released independently. Children that are released on the yellow bus provided by CMSD, or go to daycare, Boys and Girls club, and any afterschool club/athletics must communicate any transportation changes, either temporarily or permanently, with school secretary by 2:45pm the day the changes go into effect to be honored.

# School Dismissal, cont'd

## Late Pick-Ups

After 3:30 pm, parents will need to report to the Main Office to pick up their child.

By 3:45 pm the school will attempt to contact all contacts with authority to pick-up children, 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.

## After-School Programs

The Intergenerational School will offer intermittent after school programs, clubs, and athletics. 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. Students are not permitted to attend any after school programming if they were not in attendance for that school day.

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 in Primary, Developing, and Refining Stages (Grades K-6) go outside daily for recess and may go outside for field trips 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.

## Dress Code

### **Tops**

Students will wear a collared shirt in their stage color (see stage color below). T-shirts are not permitted to be worn over collared shirts. Intergenerational School and Stay in the Game t-shirts may also be worn.

Solid colors are requested, and patterns and small school-appropriate logos are permitted. Hooded coats, sweatshirts, tops of any kind are not permitted to be worn during the school day.

### **Bottoms**

Any bottoms that are not pajama pants, leggings, or deemed school-inappropriate length skirt/shorts are permitted.

### **Footwear**

Students must wear footwear that is "closed-toe" and is secured to the back of the foot. Footwear with heels exceeding two inches is not allowed. Slide Sandals, Crocs or any footwear that exposes the heel are not allowed.

# School Culture and Helpful Information

## Dress Code cont'd.

### Dress Guidelines

- Clothing or appearance that constitutes a threat to the student's health or safety, threatens another student's health or safety, or damages school property is not allowed.
- Clothing or appearance that displays sexual exhibitionism or that promotes drug/alcohol use or creates a hostile or disruptive environment is not allowed.
- Wearing tops or bottoms that expose skin or underwear or any portion of the torso between the shoulders and 4 inches above the knee is not allowed.
- Shirts that reveal underwear or skin, whether due to the transparency, length, or lack of coverage of the shirt, are not allowed.
- Any clothing that is too tight, revealing, or saggy.

# School Culture and Helpful Information

## Dress Code cont'd.

### Dress Guidelines



#### Permitted

##### Tops

- Short or long-sleeved collared shirt in stage color
- IG School Spirit Wear (without a hood)
- Sweaters, cardigans, pullovers, vests in stage color (no hooded tops)

##### Bottoms

- Jeans
- Joggers
- Jumpers
- Shorts or Skirts 4" or less above the knee (or past finger-tip length)

##### Shoes

- Closed-toed
- Secured in the back
- Able to be worn at gym/recess (if wearing boots, please bring a change of shoes)



#### Not Permitted

##### Tops

- Tank-tops, sleeveless shirts, spaghetti strap-style shirts or blouses
- Crop tops, or any tops styled to expose any part of the torso
- Non-collared shirts
- Hoods

##### Bottoms

- Pajama Bottoms
- Leggings
- Ripped/torn Jeans or pants
- Shorts or Skirts 4" or more above the knee (or not past finger-tip length)

##### Shoes

- Open-toed
- Slides/Sandals
- Slippers
- Crocs

##### Others

- Ski masks
- Non-religious head-gear including hats, scarves and durags
- Headphones, Smart-watches, Smart-glasses and other personal technology

# School Culture and Helpful Information

## Dress Code cont'd.

### Stage Colors

| Stage Colors<br>(students must wear solid colored collared shirts) |                                |
|--------------------------------------------------------------------|--------------------------------|
| Stage                                                              | Color                          |
| Primary (K-2)                                                      | shades of red or pink          |
| Developing (3-4)                                                   | shades of green                |
| Refining (5-6)                                                     | shades of blue                 |
| Applying (7-8)                                                     | shades of black, grey or white |

## Change of Uniform

Extra sets of clothes are highly recommended, especially for younger students. Spills and accidents happen, and having an extra set of clothes eliminates the need to call parents. Any extra clothes kept by the school are done so just as a courtesy. Please include socks, pants (or skirt), shirt, and underwear. These items should be in a plastic bag labeled with the student's name and may be kept in the classroom and/or front office.

All students are recommended to bring an extra, non-hooded sweater during the colder months.

# 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 Model Operations Specialist.

School lunches include a protein, vegetable, fruit, grain, and one carton of milk.

The Intergenerational School does not provide food substitutes for non-life-threatening allergies. If your child has a food allergy or allergic to milk, you will need to contact the Wellness Coordinator 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 throughout life. Packed lunches should provide good nutrition, without high amounts of fat or sugar.

Candies. Chocolate candy, pop/soda, artificially flavored sugary juices are not permitted. An ideal lunch would contain a healthy, balanced mix of the different food groups and include fruits and/or vegetables.

Please avoid nut-based foods as well, Many of our students have severe nut allergies.

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# Meal Programs (Federal School Breakfast and Lunch Program) cont'd

## Birthdays & Celebrations

Please do not bring food items, treats, snacks, or party favors to share to the school. We will not be able to distribute any food or snack items in accordance with our National Lunch Program policies. If food or snacks are brought to distribute, they will be sent back home with the student. Schools distributing food items that violate Ohio's "Smart Snack" policies are subject to having their free lunch programs revoked.

## Homework Policy

Homework will be assigned based on the guidelines set in the Family Handbook. The amount and type of homework given will be limited and enrichment- focused. Since we are a mastery-based school, most of your child's grade will be based on in-classroom performance. Homework will largely be used as additional practice or time to complete parts of a long-term project.

# Bullying, Intimidation & Harassment

## Violations of the Behavior Code

Due to federal 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).

## Bullying, Intimidation & Harassment

The Intergenerational School strives to be a bullying, harassment, and intimidation-free school. The Board of Directors has adopted a policy required by law that details the procedures for reporting Bullying, Intimidation and/or Harassment. The Intergenerational School will follow the policy and implement the necessary procedures to ensure that all allegations of Bullying, Intimidation & Harassment are addressed.

### **Bullying**

Any intentional written, verbal, graphic, or physical act(s) that a student or group of students exhibits toward another particular student (s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s). Bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

Conflict or fights between equals or single incidents are not defined as bullying or harassment. Bullying is unprovoked repeated actions (verbal, written, or physical) towards others of lesser social standings.

# Bullying, Intimidation & Harassment, cont'd

## **Abusive Language Toward a School Employee, Visitor, or Another Student**

Students and Parents/Guardians shall not use threatening, vulgar, profane or abusive language or make a threatening, vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or any other student.

## **Sexual Harassment/Discrimination/ Dating Violence**

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- Making or threatening reprisals after a negative response to sexual advances.
- Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct: pinching, holding hands, stroking, arms around shoulders, kissing, slapping, grabbing.

## **Social Media & Cyber Bullying/Harrassment**

The use of email messages, text messages, blogs, websites or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another team member, another student, a coach, another school or team, or other staff member is strictly prohibited. For the purposes of this procedural guide, inappropriate comments may include, but are not limited to, inappropriate comments/pictures/descriptions regarding another person's race, ethnic background, culture, religion, gender, sexual orientation, gender expression or gender identity.

# Use of Personal Electronic Devices

In our continuous efforts to engage students in their learning, they are not permitted to use personal technology devices in classrooms unless given direct permission from the Principal or their designee. Students will not be permitted to use personal technology devices for any reason in unstructured settings such as the cafeteria, lunch periods, recess, restrooms, and in the hallways. Personal devices, including cell phones, smart watches, or other electronic devices, will be locked in a lockbox in the student's homeroom immediately upon arrival. Please be advised that taking pictures, audio, or video-recording any student or staff member without permission is prohibited at any time on school property, including at non-school day functions or field trips. Please be advised that The Intergenerational School cannot be held responsible for student devices that are lost or stolen. Devices that are confiscated will be released to a child's parents or their designee.

## **Telephone/Cell Phone**

During the school day, students are expected to request permission to use the telephone. Any telephone contact between the student and home must be documented by school personnel and supervised.

Therefore, students who need to telephone their parents should ask their teacher or the administration. As in all cases when leaving the classroom area, students must have permission from their teacher. Students are not permitted to use their cell phones for personal calls or text messages without permission from the Principal or their designee.

# Use of School Electronic Devices

The Intergenerational School computer network is part of the educational curriculum, and student usage is monitored. Access to the computer network is a privilege, not a right and carries with it responsibilities. All users of TIS computer network are expected to abide by Board policies and rules of behavior. These guidelines are provided here so that users are aware of the responsibilities that the use of technology places upon them. Misuse or destruction of any school technology may result in the student being charged up to the full amount of the piece of equipment and losing all privileges. Students are responsible for all materials they access, view, download and/or produce.

Users will:

- Use appropriate language
- Not reveal any personal information about themselves or others
- Take responsibility for any misuse or damage to school devices
- Misuse of school electronic devices include but are not limited to:
  - Using another user's account
  - Violating the privacy and safety of others
  - Using profanity or obscene pictures and/or dialogue
  - Damaging hardware or software
  - Changing the settings of district devices
  - Accessing inappropriate websites or non-educational, social media or gaming sites without teacher permission

Students are not permitted to use their school account to create accounts for social media and gaming purposes

The consequences for violating this policy will remain the same as currently stated in our Student Code of Conduct.

# TIS-East Board Members

All Board meetings are open to the public and everyone is welcome to attend. 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

Danielle Clark, Chair  
dclark@igschools.org

Richaun Bunton, Vice Chair, Education & Enrollment Advisory Council Chair  
rbunton@igschools.org

Steven Lake, Secretary  
slake@igschools.org

Joanna Lopez-Inman, Secretary, Governance Advisory Council  
jlopez-inman@igschools.org

Stacy Miller, Board Member  
smiller@igschool.org

Lynn Carpenter, Finance Advisory Council Member  
lcarpenter@igschools.org

Carolyn Wald, TIS Representative to the IGClc Board  
cwald@igschools.org

Bob Nicolay, Governance Advisory Council, Chair  
bnicolay@igschools.org

Robin Carlin, Board Member  
rcarlin@igschools.org

# TIS-East Board Meetings

## 2026-2027 School Board Meeting Dates

| Date of Board Meeting        | Time of Board Meeting | Location of Board Meeting |
|------------------------------|-----------------------|---------------------------|
| Wednesday, August 12, 2026   | 6:00 pm               | Near West                 |
| Thursday, October 8, 2025    | 6:00 pm               | TIS-East                  |
| Wednesday, November 18, 2026 | 6:00 pm               | Near West                 |
| Wednesday, December 16, 2026 | 6:00 pm               | TIS-East                  |
| Wednesday, February 10, 2027 | 6:00 pm               | Near West                 |
| Thursday, March 18, 2027     | 6:00 pm               | TIS-East                  |
| Wednesday, May 5, 2027       | 6:00 pm               | Near West                 |
| Wednesday, June 23, 2027     | 6:00 pm               | TIS-East                  |

|                                                                                                |                                                                                  |
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| The Intergenerational School<br>(TIS-East)<br>11327 Shaker Blvd #200E<br>Cleveland, Ohio 44104 | Near West Intergenerational School<br>3805 Terrett Ave.<br>Cleveland, Ohio 44113 |
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