

POLLY FOX ACADEMY

1505 Jefferson Avenue
Toledo, Ohio 43604
(419) 720-4500



STUDENT HANDBOOK

THE POLLY FOX ACADEMY IS DESIGNED TO ENSURE THAT PREGNANT AND PARENTING 7-12 GRADE GIRLS WILL BE ABLE TO

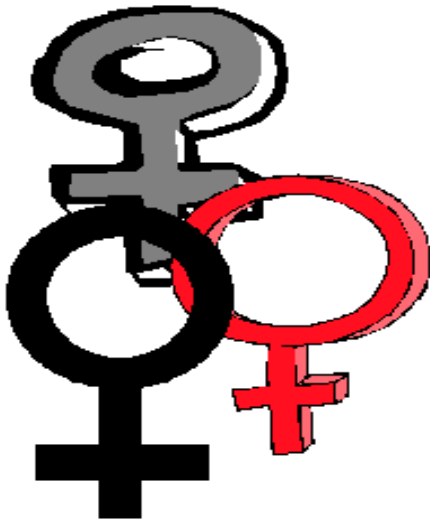
- continue their education during and after pregnancy
- develop educational goals and career direction
- receive quality medical care before, during and after childbirth
- learn infant care and parenting skills
- benefit from childcare services
- receive ongoing support from appropriate agencies and services



EXPECTATIONS

For the safety of all Polly Fox Academy students and staff, all school regulation followed by staff and students. Polly Fox students designed the following expectations for staff and students.

1. *Have a positive attitude.*
2. *Be here, everyday, on time.*
3. *Be organized and ready for classes.*
4. *Stay focused.*
5. *Treat others the way you wish to be treated.*
6. *Give respect to earn it.*
7. *Never give up*



POLLY FOX 1911 - 2004

The Polly Fox Academy is named in honor of Polly Reulin Fox, Director of the Family Life Education Center for Toledo Public Schools for 30 years. She opened the first preschools for Toledo Public in 1942 and went on to become a nationally recognized advocate for families and children. Mrs. Fox's belief in children and commitment to young women is the basis of the Academy's mission.



GRADUATION/GRADE CLASSIFICATION/TESTING

The Polly Fox Academy follows the curriculum established by the Ohio Department of Education and requires 21 credits for graduation.

A student must have successfully completed the following units to be classified as:



- Freshman - successful completion of 8th grade
- Sophomore - 6 units and completion of required classes
- Junior – 10 units and completion of required classes
- Senior - 16 units and completion of required classes

All students are required to take the Ohio Graduation Test (OGT) or Ohio State Test (OST). Students will be classified by credits completed and required classes completed. The test will be administered in the Fall and/or Spring of each year. Junior High students will be taking the OST achievement tests.

Classes of 2018 and beyond – End-of-course tests in English language arts I and II, algebra I, geometry (or integrated mathematics I and II), biology or physical science (class of 2018 only), American history and American government. Must have a combine score of 18.

Classes of 2015-2017 – Ohio Graduation Tests and end-of-course tests in American history and American government.

Completed work for Senior students planning on graduating in June is due **before graduation day as established by the Counselor.**

Students that choose to graduate with their former school must meet the requirements of that particular school. These students must also return to their home school before the last semester of their graduating year.

COLLEGE CREDIT PLUS

College Credit Plus provides an exciting and valuable opportunity for eligible students in grades 7-12 to take college courses and to earn both high school and college credit. If the student takes courses through a public university, there is no charge to the family; the cost of tuition, fees, and textbooks is covered by Polly Fox Academy and the university.

Benefits for students and their families include:

- ❖ Early exposure to college coursework, rigor, and expectations
- ❖ Challenging coursework options
- ❖ Cost-effective way to earn college credits
- ❖ Earn credit for both high school and college requirements
- ❖ Grades become a permanent part of both the high school and college record



**Please contact your student's counselor at Polly Fox Academy
419-720-4520**

If you would like more information. Students who wish to take advantage of this opportunity must notify their counselor no later than April 1, 2017

BLOCK SCHEDULING

The Academy operates on a quarter system with a semi-block schedule. This allows students opportunities to earn credits every 9 weeks, thus earning more credits in a school year. The Academy offers block classes of 80 minutes each and additional elective classes of 40 minutes each. The quarter system allows for the possible loss of school time due to pregnancy or parenting emergencies without the total loss of credits that can occur in the semester system.

POST-SECONDARY SCHOLARSHIPS

Polly Fox encourages all of our seniors to move on to a post-secondary college or training school. Scholarships are available from a variety of sources. If interested, contact the Counselor, Leslie Wood, at 419-720-4520 for applications and post-secondary enrollment options.

DAILY SCHEDULE

Period 0	BREAKFAST	8:00	-	8:20
Period 1	CLASS	8:30	-	9:10
Period 2	CLASS	9:10	-	9:50
Period 3	CLASS	9:50	-	10:30
Period 4	CLASS	10:30	-	11:10
Period 5	LUNCH ADVISORY	11:10 11:40	- -	11:40 12:10
Period 6	CLASS	12:10	-	12:50
Period 7	CLASS	12:50	-	1:30
Period 8	CLASS	1:30	-	2:10
Period 9	CLASS	2:10	-	3:00



School Hours: Monday-Friday from 8:30 -3:00





CHILDCARE

The Catholic Club provides quality childcare for students enrolled in the Academy. These are licensed centers that care for children starting at six weeks old and are located close to the school. Fees are based on family income and Job & Family Service eligibility.

The highly qualified childcare staff creates a warm, safe, and healthy environment that nurtures the growth and development of each child in their care. Activities are designed in all developmental areas to provide age-appropriate learning and skills.

Students participate in interactive parenting classes with their babies to practice the ideas and concepts learned in the parenting classes.

COUNSELOR

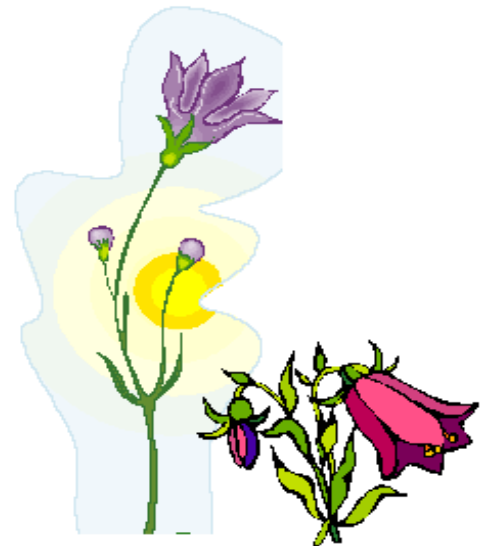
A school counselor (Leslie Wood) is available 4 days a week to provide individual and group counseling.

SOCIAL SERVICES

An onsite WIC breastfeeding clinic provides services to the pregnant and parenting teens and their infants. In addition, Shots for Tots, Planned Parenthood, and the Dental Center provide support and outreach to the students. The Department of Jobs & Family Services offers linkages to Healthy Start, LEAP, and childcare. WIC has agreed that all outside appointments with Polly Fox students can be scheduled after 3:00.

THE STAFF AT POLLY FOX ARE DEDICATED TO MAKING OUR SCHOOL A POSITIVE ALTERNATIVE EDUCATIONAL FACILITY. MANY POSITIVES ARE BUILT INTO OUR CURRICULUM

1. Academic and Attendance incentives
2. Honor Roll Awards
3. Career Program Incentives
4. Teen PEP
5. Art Museum Collaboration
6. Social Events
7. Student Council
8. Counseling services
9. School-Based Health Center
10. Tutorial Assistance
11. Childcare availability
12. Art Therapy
13. Parenting Workshops for dads
14. Educational Field Trips
15. Special Education Services
16. School Newspaper
17. Senior Week
18. Zoo Trip



MATERNITY LEAVE

When you deliver your baby you will be allowed a maternity leave. The length of maternity leave varies from 2 - 6 weeks depending on childcare arrangements and a doctor's release. You should meet with your teachers before leaving to be aware of their expectations. You will be expected to try and keep up with your classes during this time so you will not fall behind. **To make this as easy as possible on you, a home visit will be made by our Outreach Worker, Ms. Salena (720-4597) to deliver work and pick up completed assignments.** If assignments are not done satisfactorily then alternative scheduling will be discussed. After you return, you should have an appointment with the counselor to reevaluate your goals.

Please be sure to call 419-720-4503 when you deliver your baby.

It is important to have a childcare plan in place before you deliver your baby. If interested in a day care center, you will need to start the application process before you deliver. Talk with Ms. Schneider.

PREVENTION OUTREACH COORDINATOR

Salena Ferguson
419-720-4580

Through home visits, the prevention outreach specialist will:

Deliver and pick up homework as assigned by the teachers

Discuss pregnancy prevention contraceptive options.

Refer and link students and families to community resources as needed.

Serve as a liaison between individual students and their families addressing barriers to completing education as they arise.



ABSENTEEISM

At Polly Fox it is expected that you will be in school daily and on time. It is difficult to gain what the teachers have to offer if you are not in attendance. Nothing is more important than to be at school every day!

Remember, if for some reason you need to be absent, it is the **parent/guardians** responsibility to call the school that morning. The attendance line number is **419-720-4503**. Students that are absent are required to bring in a written excuse; otherwise this absence is recorded as unexcused. Notes need to be turned in within 3 school days of absence. Please refer to the following list for an explanation of the only absences considered excused.

EXPLANATION OF EXCUSED ABSENCES

ILLNESS IN FAMILY

Student or her child's illness - cannot exceed three days, and can only be excused once per school year. Must provide note from the doctor.

QUARANTINE OF THE HOME

Notice by city, county, or state public health officials.

DEATH OF AN IMMEDIATE RELATIVE

(Mother, Father, Grandparents, Siblings)

Each circumstance will be evaluated on an individual basis as related to other family members. (Obituary or letter required upon return)

OTHER CIRCUMSTANCES

School related performances or activities, college visits by juniors and seniors (3 day limit)

MATERNITY LEAVE

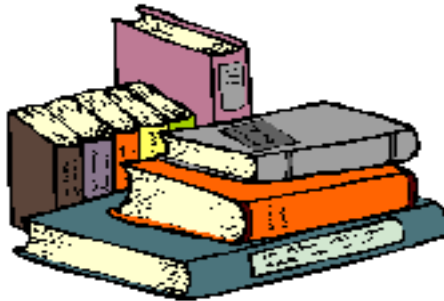
As defined above

TRUANCY

Any student who is absent from school without the school's or parent's permission is truant. **If a student is truant during the day, she will be required to serve detentions after school. Student must sign out when leaving school.** Repeat offenders will be referred to the Assistant Principal.

TARDINESS

Students will be counted as tardy if they arrive after 8:35 a.m. at the Academy. Lateness to school, for whatever reason, will result in a tardy. Late students need to receive a pass for admittance into class or Lab. If you are tardy 3 times in a quarter you will be issued a detention to stay after school until 3:30 to make up work. Tardiness will also affect your grade.



LEAVING SCHOOL EARLY

If there is an emergency during the day a parent/guardian must speak with a staff member. The student then needs to sign out. Every effort should be made to schedule doctor appointments after school. If a student leaves early 3 times in a quarter they will be issued a detention to stay after school until 3:30. The student will remain in the classroom. Security will locate the student when the person picking up the student *comes into the lobby*.



TRANSPORTATION

If needed, students will be issued TARTA bus passes. It will cost \$5.00 to replace a lost bus card. If you have been given a bus card, you will **not** be given tokens if you forget to bring your bus card. Students with a driver's license may drive to school. Cars should be parked on the street.

DISCIPLINE POLICY

The Polly Fox Academy Code of Conduct will be followed for serious offenses (e.g. Weapons/Drugs/Alcohol). Searches can and will be conducted by the security personnel, with authorization from school personnel, at any time. Should a girl violate the code of conduct for the following, the behavior may result in expulsion or suspension.

- A: Assault, Fighting (Physical Contact), and Verbal Altercation (Pre-fight)
- B: Possession, Use or Sale of Drugs/Illegal Substances
- C: Possession or use of a weapon
- D: Any violation that induces mass panic (Bomb Threat and others)
- E: Criminal Acts, including but not limited to theft, extortion or robbery

Should a girl violate the code of conduct for the following behaviors, we must take action soon but not necessarily at the first offense (for items F-I).

- F: Gang Activity
- G: Bullying, Harassment, Intimidation, Cyber-bullying, Hazing, Menacing
- H: Inappropriate Language, Profanity, Vulgarities, Obscenities
- I: Other Overt Disruptive Behavior

Verbal threats of any nature will be taken seriously and students may receive a suspension along with a referral to anger management counseling.

Proper respect toward personnel and other students is expected at all times. Bad language, teasing, and intimidation will not be tolerated. Failure to follow school policies will be dealt with by:

1. After a teacher intervention, a referral is to be made to the Dean or Asst. Principal for appropriate disciplinary action.
2. Detentions will be issued accordingly
3. If the matter is not resolved a conference will be held with a parent, student, and staff members. This could lead to a suspension from the school.
4. If the problem continues after the above conference and there is continued failure to follow school policies, a parent conference will be held with the principal to determine if Polly Fox Academy is the correct placement.

DRESS CODE

Appropriate dress is required. This includes shirts and pants that fully cover the body. The Three B's apply at Polly Fox (no boobs, butts, or bellies). In addition, shirts and pants should not have any inappropriate language on them. No RIP shirts. **No house slippers, pajama pants**, hair wraps, halter tops, tube tops, or spaghetti straps. All bra straps must be covered. If **tights** are worn, your top should come to mid-thigh. If **shorts** are worn, they must also come to mid-thigh (end of fingertips hung by your side). If an outfit is deemed inappropriate by a staff member, you will be required to wear a provided garment. Refusal to comply could result in disciplinary action. **Lanyards with your school I.D. must be worn at all times.**

I.D. AND CHECK- IN PROCEDURE

When a student is enrolled, they will be issued an Identification Card (ID). The ID has a bar code on them which the student will use to "sign-in" electronically by swiping the card on the machine at Security. After signing in, students will check in their cell phones. Student dress code will be checked and the student will pass through the metal detector. Student will then proceed to classes. Cost to replace a lost ID is \$5.00.



CELL PHONES AND ELECTRONIC DEVICE POLICY

Cell phones are no longer permitted at Polly Fox Academy or Phoenix Academy due to an increasing amount of disciplinary incidents. A mandatory cell phone check-in procedure has been developed by administration. Students will check in their phone with security at the beginning of the day and get them back at the end of the day. If a student is caught using a cell phone for any reason, the cell phone will be confiscated, submitted to the Asst. Principal and the phone will be returned when the student earns it back. You and your student may wish to keep the student's cell phone at home or with the parent before they enter school. Phone numbers for Polly Fox Staff are available if you need to get a message to your student during the day.

If a student needs to use a phone during the day, the school's phone is available for emergencies only and requires a phone pass obtained from a staff member before usage. Appropriate language, behavior and tone of voice are expected when using a school phone. The Academy is not responsible for lost or stolen items of any kind.

All music players of any type, cameras, video game consoles, and/or other devices are not permitted in the classroom UNLESS the teacher has allowed it.



BREAKFAST AND LUNCH

Breakfast will be available from 8:00 to 8:20 am. Lunch will be served from 11:10am – 11:40am daily. Our food service provider is Manhattan's Catering. You need to remain in the cafeteria during your entire time unless permission is given to go elsewhere such as a teacher's room or the rest room. No one is allowed to leave during lunch to go to the store, pick up food, or go out for a smoke. **Bringing food to a student is not allowed. This includes all fast food.** Healthy snack items are sold by Student Council.

"USDA is an equal opportunity provider and employer."

FOOD

Food is to be eaten only in the cafeteria. Open containers of beverage are not permitted in the lobby, hallways or classrooms. Pregnant teens have a high rate of toxemia which can be affected by sodium intake, found in high amounts in pop. If this happens, absenteeism will be high also. Good nutrition during pregnancy is the beginning of good health of the baby. Parenting teens have a responsibility to practice and demonstrate healthy eating habits. Your babies will role model you, so be a good example. For these reasons, only healthy foods are encouraged to be eaten. **If a student brings a fast food breakfast or lunch it should be eaten before entering the school.**

SCHOOL DELAYS AND CLOSINGS

Watch your local news channel. Follow Toledo Public Schools (TPS) for school closings and delays.

POLLY FOX ACADEMY STAFF/PHONE NUMBERS

The staff at Polly Fox is looking forward to working with you and your family. Please feel free to contact any of us with questions, concerns or comments concerning your education.

Craig Cotner	Principal	419-720-4519
Eric Allore	Assistant Principal	419-720-4599
Doug Bell	Dean	419-720-4531
Joan Durgin	Administrative Coordinator	419-720-4539
Soyini Caldwell	English Teacher	419-720-4503
Elenita Meranda	Mathematics Teacher	419-720-4533
Nathan Blust	Social Studies Teacher	419-720-4503
Patrick Welch	Science Teacher	419-720-4503
Michelle Hamer	Special Education Teacher	419-720-4594
Caroline Wells	Parenting Services Teacher	419-720-4507
Salena Ferguson	Outreach Services	419-720-4580
Willie Eaton	Outreach Services	419-720-4517
Leslie Wood	Counselor	419-720-4520
Kristin Allen	PE/ Health Teacher	419-720-4503
Mary Kristof	Secretary	419-720-4500
	Attendance Line	419-720-4503



“No one has written your destiny, your destiny is in your own hands. No excuses”

President Barack Obama