



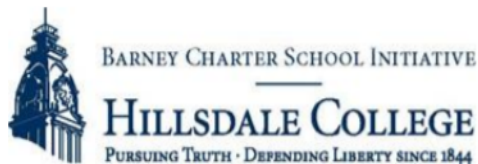
# **Student Handbook**

**2021-2022**

Ivywood Classical Academy

*Home of the Eagles*

Updated June 1, 2021



## **SPIRIT OF THIS HANDBOOK**

Ivywood Classical Academy provides a unique classical experience that aims at human happiness. Instruction in moral character and civic virtue are crucial in this enterprise, and demand quite a bit from students and their families alike. By attending Ivywood Classical Academy, students and their families positively choose to embark on a traditional educational path that, up to the 20th century, presented the standard of academic excellence and character development in the west. This choice means that students should strive for the excellence of which they are capable and take delight and confidence in the successes of their friends and peers.

All policies in this Handbook should be understood in light of a parent’s and student’s choice to pursue the vision, mission, and core virtues in common with the school.

## **VISION AND MISSION**

### **Vision**

Our scholars desire the truth, do the good, and love the beautiful.

### **Mission**

Ivywood Classical Academy teaches and equips scholars to become moral and intellectual leaders in a self-governing society. We inspire wonder.

## **CORE VIRTUES**

Courage ♦ Respect ♦ Excellence ♦ Integrity ♦ Humility ♦ Self-Government ♦ Wonder

### AFFILIATION WITH HILLSDALE COLLEGE

Ivywood Classical Academy has a Memorandum of Understanding with Hillsdale College that establishes the ICA within a family of schools that are a part of Hillsdale's Barney Charter School Initiative. The following extract from our Hillsdale agreement is provided to help faculty and staff understand ICA's relationship with Hillsdale:

### CONSULTATION WITH HILLSDALE COLLEGE

ICA shall look to Hillsdale College as the first and primary source of models, resources, and guidance on the development and operation of Charter School's academic program, including, without limitation, the academic mission, academic policies, curriculum, and teaching practices, consistent with the terms and conditions of Charter School's approved charter application. In all instances, the terms and conditions of Charter School's approved charter application shall control. Hillsdale College may, at Hillsdale College's discretion, provide advice to ICA with respect to strategies for the operation of Charter School (including, without limitation, with respect to improving the performance or progress of students attending Charter School); provided, however, the decision whether to implement any particular strategy (whether suggested by Hillsdale College or not) shall be made solely by ICA, and ICA shall not be required to implement any strategy suggested by Hillsdale College.

### DEVELOPMENT OF CURRICULUM

Hillsdale College shall provide to ICA a general model for a curriculum of a charter school. Hillsdale College shall provide assistance with the development of the curriculum of Charter School by supplying sample statements of principles, course outlines, suggesting resources, and reviewing and commenting on the proposed curriculum and teaching materials prepared by Charter School. All decisions with respect to the curriculum and teaching materials of Charter School shall be made solely by ICA and shall be consistent with applicable laws and regulations and with the approved charter application for the Charter School.

## TABLE OF CONTENTS

Spirit of this Handbook.....	i
Vision and Mission.....	i
Core Virtues.....	i
Affiliation with Hillsdale College.....	ii
<b>Board of Directors, Management Company, &amp; Staffing</b>	
Academy Board of Directors.....	1
School Administration.....	1
Management Company.....	1
<b>Classical Education {Educational Program}</b>	
Philosophy and Method.....	2
Grammar School (Grades K-5).....	3
Upper School (Grades 6-7).....	3
Teaching Controversial Issues.....	3
<b>Academic Guidelines</b>	
Report Cards, Progress Reports, & Conferences.....	4
Grading System.....	4
Grade Level Retention.....	5
Student Portfolios.....	5
Homework.....	6
Grade Placement of Newly Enrolled Students.....	6
Entry Age for Grammar School.....	6
Advanced Placement in Mathematics.....	6
<b>Student Support Services</b>	
Testing.....	7
Special Education.....	7
Academic Interventions.....	7
Child Find Obligation.....	8
Additional Instructional Programs.....	9
<b>Calendar, Hours, &amp; Attendance Policy</b>	
School Calendar 2021-22.....	10
School Hours and Attendance Calls.....	12
Tardy Policy & Early Check-out Policy.....	12
Attendance Policy.....	13
Drop off and Pick up Procedures.....	14
Late Pick-up Policy.....	16
Before and After Care.....	16
School Closing Announcements.....	17

<b>Operational Policies</b>	
Uniform Dress Code.....	17
Birthday & Classroom Parties.....	24
Phone Use.....	24
Pesticide Use.....	24
Asbestos Management.....	26
Transportation.....	26
<b>Emergencies</b>	
Tornado Drills.....	26
Fire Drills.....	27
Lockdown Drills.....	27
Emergency Closing During the School Day.....	27
<b>Extra-curricular Activities, Clubs, &amp; Field Trips</b>	
Field Trips.....	27
Extra-curricular Activities & After School Clubs.....	28
<b>Fundraising</b>	
Fundraising.....	28
<b>Parent Involvement</b>	
Volunteers.....	28
Visitors.....	29
Parent Education Meetings.....	30
Parent’s Rights & Responsibilities.....	30
<b>Ivywood Parent Group Organization</b>	
Ivywood Parent Group Organization.....	30
<b>Communication</b>	
Channels of Communication.....	31
Academy Newsletter.....	32
<b>Nutrition</b>	
Meals.....	32
Snacks.....	33
<b>Health &amp; Safety</b>	
Medications.....	33
Immunizations.....	33
Illness.....	34
Student Information Card.....	34
Property.....	34

Student Network use.....	35
Schoolwide Behavior.....	35
Discipline.....	36
Suspension & Expulsion.....	36
Tobacco/Smoke Free School Zone.....	36
Drug & Alcohol Use.....	37
Firearms.....	37
Harassment, Intimidation, & Bullying {Includes Cyber-bullying}.....	37
Non-discrimination Policy.....	37
Sexual Harassment.....	38

**Student’s Rights**

Student's Rights & Responsibilities.....	41
Abuse and/or Neglect.....	41
Interrogations & Searches.....	41
Student Records.....	42
Amendment of Student Records.....	42
Confidentiality of Records.....	42
Notification of Rights under FERPA and PPRA.....	43

### **Academy Board of Directors**

The Board of Directors is the governing body for the Academy. The Academy's Authorizer {Central Michigan University} appoints board members for the academy. Meetings are scheduled for the third Tuesday of every month at 6:00 PM at the Academy. Special meetings are scheduled when needed. All Board meeting notices are posted at the main entrance of the Academy and are open to the public.

### **ICA Board of Directors**

Tyler Horning, President  
Myranda Fabian, Vice President  
Troy Morris, Treasurer  
Jeff Fettig, Secretary  
Hannah Treppa, Trustee

### **School Administration**

Stephanie Kooiker  
Phone: (248) 207-1757  
Email: [stephaniekooiker@choiceschools.com](mailto:stephaniekooiker@choiceschools.com)

### **Management Company**

The Academy Board contracts with Choice Schools Associates, LLC for management and employment services.

Choice Schools Associates, LLC  
5251 Clyde Park Avenue Southwest  
Wyoming, MI 49509  
Phone: 616-785-8440  
Fax: 616-785-8455

## Philosophy and Method

Education comes from the Latin verb *educare*, which combines the root *ducere*—to lead or guide—and the prefix *e* or *ex*—out or away. In its origin, the word thus means something like “to lead out” or “to guide away from.”

We can further extrapolate that education is intended to guide us away from the state of being uneducated, from a state of ignorance, but what should education lead us toward? The answer to this question is not obvious, but it is fundamental. The most frequent modern answer seems to be understood solely in the context of employment; as in, education leads a student toward a state of being employable or “a productive member of the twenty-first-century workforce.” Jobs are undoubtedly an honest policy concern for citizens and politicians alike, but they offer too shallow a framework to organize most of the functions of primary, secondary, and even college education.

Human beings are not mere cogs in a machine; rather, they have the capacity to know, to think, to feel, and to act. None of these capacities are fully formed in small children, and each must be carefully shaped if a child is to grow into an informed, discerning, and responsible adult. Schools play a substantial role in this educational work, and the guidance native to good schools—in books, art, music, physical exercise, and social interaction—makes them uniquely suited to guide children from a state of ignorance into being civilized men and women.

When we turn to the primary sources of the Western canon, we find men and women aptly described as rational and moral beings. From man’s rationality and morality, we extrapolate a third faculty: man is social or political. Excellence in these three faculties—knowledge of the world, moral self-government, and civic virtue—provides the three legs of the stool upon which civilization and civilized man rests. The purpose of classical education is to lead students to excellence in these faculties, and a classical school serves as a bulwark to our civilized and free society. It is therefore the mission of the Barney Charter School Initiative to promote the founding of classical charter schools and excellence in their teaching and operations to the end that public-school students may be educated in the liberal arts and sciences and receive instruction in the principles of moral character and civic virtue.

The aim of classical education is high, but not unreasonable. Its primary function is the dissemination of knowledge; self-government and civic virtue are essential complements to this function, but only occasionally as explicit parts of the curriculum. The dissemination of knowledge should be purposeful, and it should begin at an early age. Students do not merely need to learn “critical thinking skills,” but also need to furnish their minds and imaginations with something to think about. The emphasis of our curriculum is upon the core disciplines of math, science, history, and language arts, followed by attention to music, art, and foreign languages. Each of these disciplines is taught with an emphasis upon our own history and traditions as American citizens and inheritors of Western Civilization.



### **Grammar School {Grades K-5}**

Students are guided through a rich and challenging curriculum as they engage in whole group activities. Students will engage in Socratic discussions to help foster higher order thinking. The program permits a variety of approaches using manipulatives that make sense of abstract principles. Ivywood's seven core virtues (courage, respect, excellence, integrity, humility, wonder, and self-government) are embedded into the curriculum. The subject matter includes: phonics, literacy, grammar, handwriting, composition, classical literature, classical poetry, history, geography, math, science, art history, music theory, beginning band, and physical education.

### **Upper School {Grades 6-7}**

The 6th and 7th grade curriculum is built upon the foundation laid in the grammar school grades. New materials are introduced as the scholar moves from concrete to abstract thinking. The curriculum is academically challenging, rigorous and rich. Ivywood's seven core virtues (courage, respect, excellence, integrity, humility, wonder, and self-government) are embedded into the curriculum. Subject areas include: Latin, literacy, grammar, cursive handwriting, composition, classical literature, classical poetry, history, geography, math, science, art history, music theory, band, and physical education. Organizational skills and independence are developed through the use of planners. Socratic discussions encourage higher order thinking and in-depth conversations as questions of virtue and vice are encountered within lessons.

### **Teaching Controversial Issues**

Controversial issues are defined as contemporary problems, subjects or questions of a political or social nature where differences of opinion and passions can run high. Controversial issues will only be explored when emanating from some part of the curriculum in the Upper School {grades 6-7}. When these subjects come up, teachers will present an impartial view of both sides without proselytizing. Contemporary controversial issues will not be discussed in the Grammar School {grades K-5} even if part of the CK sequence, without principal approval.

## Report Cards & Progress Reports

Report cards will be distributed every nine weeks, at the end of each quarter. Four report cards will be issued per year.

Progress reports will be distributed every 4.5 weeks (mid-quarter). Exact dates that progress reports and report cards will be distributed will be published in the Academy's newsletter {The Vine} prior to being distributed.

The purpose of progress reports and report cards is to communicate to parents their child's progress on the knowledge and skills the student is working on in class.

## Conferences

Every educator will arrange at least two planned conferences with each child's parent/guardian per year. Mandatory conferences will be held at the end of the first and third quarter. It is understood that educators shall, if necessary, arrange additional conferences with parents. Conferences with educators must be scheduled during non-instructional time. Exact dates that mandatory conferences will be held will be communicated in the Academy's newsletter {The Vine} prior to being held.

## Grading System

Letter Grade	Percent Equivalent
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

## **Grade Level Retention**

### **Third Grade Reading Law**

In 2016, the Michigan Legislature passed PA 306 known as the Third Grade Reading Law to ensure that students exit third grade reading at or above grade level. Beginning in kindergarten, your child's literacy progress will be closely monitored. A variety of assessments will be used to help identify students who need more intensive reading instruction. Interventions will then be created to meet individual student's needs.

Within the first 30 days of school, all elementary students will be assessed to determine if a reading deficiency exists. If such a deficiency is identified a reading plan will be developed for that student which includes extra instruction or support, ongoing progress checks, and a read at home plan.

Parents of students with a plan will be notified and provided with a copy of the plan as well as a read at home plan so that they can help their child succeed while at home.

Third grade students will be assessed to determine promotion to the fourth grade. If a child is reading one year behind grade level on the state reading assessment (M-STEP), parents will be notified in writing that their child will not be promoted to fourth grade unless the student qualifies for an exemption.

Reading instruction must be a major focus in early elementary education. Family engagement and understanding is an important part of this effort.

### **Other Types of Retention**

Retention may also be suggested if your child:

- Has excessive absences and tardies that are having a negative impact on academic performance and progress.
- Is not making necessary academic gains as defined by the school staff. In recommending retention, the student's well being, emotional maturity, social skills and other factors will all be considered. The school will notify parents, as early in the school year as possible, that retention is a possibility in order to develop an intervention plan.

### **Student Portfolios**

Your child's teacher will work with your child to compile a portfolio of his or her work throughout the year in all academic areas. The portfolio will provide a documented record of your child's developing knowledge base, skills and work quality.

## **Homework**

Homework is a necessary and integral part of a child's education. The purpose of homework is to reinforce those skills and concepts taught in the learning environment. Homework also includes work not finished during class time. Parental support and cooperation are very important in this area. Helping students with their homework shows you are interested in their education. The amount of homework a child receives nightly should be 10 minutes times his/her grade level (i.e. kdg and 1st grade = 10 minutes, 2nd grade = 20 minutes, 3rd grade = 30 minutes, etc.).

## **Grade Placement for Newly Enrolled Students**

The Academy follows strict guidelines when determining grade level placement. These guidelines are designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. Students who were previously homeschooled may enroll in the grade level that is age appropriate. Students who previously attended another school will be placed in the grade level the previous school deems appropriate as determined by transcripts and promotion/retention documentation received by ICA. The Academy does not honor parental requests for retention, unless lack of student progress also corroborates a grade level retention.

## **Entry Age for Grammar School**

A child is eligible to enroll in kindergarten if he or she is at least five years of age on or before September 1 of the school year of enrollment. Children turning 5 years of age between September 2 and December 1, are eligible to attend if a waiver is approved. Kindergarten waivers must be filled out in the front office prior to admission to the Academy.

A child becoming six years of age before December 1 must be enrolled in school on the first day of the school year in which the child's sixth birthday occurs or must satisfy one of the exceptions stated in law. A child must remain in school until their sixteenth birthday.

## **Advanced Placement in Mathematics**

All students enrolled in the Academy will take a math placement test within the first five days of school. Students will take the end of year math test for the grade level in which they are enrolled. Students scoring 85% or higher will be eligible to advance to the next grade level for math.

## **Testing**

The Academy will administer M-STEP which is a state mandated assessment at grades 3-7. In addition to state mandated assessments, the Academy will administer NWEA which is a district level assessment. NWEA is a computer based adaptive assessment in math and reading that will be administered three times a year in grades K-7. The results of these assessments are used to guide instruction, target individual student needs, and assist in the improvement of curriculum and instruction. Parents will be sent individual scores of their children when they are available. Test scores will be included in the child's cumulative folder.

## **Special Education**

The Academy attempts to provide appropriate educational programs for children who are identified with disabilities and who have an approved Individual Educational Plan (IEP). The Academy embraces the instructional practice known as inclusion. When the IEP calls for pullout services, the student will be permitted to leave the classroom to work with a properly trained professional educator. The goal of special education programming is to provide students with an educational plan that best meets their individual needs in the least restrictive environment. This means that, to the extent appropriate, students will be provided services within the regular education classroom with the necessary support.

The Academy enjoys an excellent working relationship with Wayne County RESA. If you have concerns about your child's progress, arrange to speak with your child's teacher. If appropriate, your child's teacher will consult with a Teacher Support Team for suggestions on classroom and instructional modifications. For further information on all special education services and programming, contact the School Leader.

## **Academic Interventions**

Students who are not on grade level will be given opportunities to make sure they satisfy promotion requirements. Parents will be notified when their child is receiving interventions to establish support at home.

## Child Find Obligations

The objective of the Academy is to ensure that the child receives the instruction, support, and services needed to succeed in school. It is the Academy's intention to:

- Engage first in preventative and targeted instruction and intervention
- As appropriate, conduct comprehensive evaluations designed to determine the best instructional programs and accommodations for students while also ensuring that Child Find is properly implemented
- Design comprehensive evaluations to focus on each student's individual learning needs in the context of educational opportunities, performance, and responsiveness to high quality opportunities to learn over time
- Select every component of the evaluation based on its relevance for creating the student's instructional program.

Consistent with the mandates in IDEA 2004, a comprehensive evaluation includes:

- A variety of assessment tools and strategies to gather relevant functional, developmental, and academic information about the child (Sec. 300.304(b)(1))
- An observation of the student in the learning environment, including the regular classroom setting (Sec. 300.305(a)(1))
- Determination that underperformance is not primarily the result of a visual, hearing, or motor disability; intellectual disability; emotional disturbance; cultural factors; environmental or economic disadvantage; or limited English proficiency (Sec. 300.309(a)(3)(i-vi))
- Determination that underperformance is not primarily the result of a lack of instruction, i.e., student performance data indicating that the student (a) was provided appropriate instruction in regular education settings delivered by qualified personnel (Sec. 300.309(b)(1)), and (b) received repeated assessments of achievement at reasonable intervals (Sec. 300.309(b)(2)), to ensure that underachievement is not due to lack of appropriate instruction

Also consistent with IDEA 2004, the Academy believes that:

- The determination of a specific learning disability must be made by the child's parents and a team of qualified professionals (Sec. 300.308)
- Parents must be provided with the results of repeated assessments of achievement (Sec. 300.309(b)(2))
- For students participating in a Multi-Tiered Systems of Support (MTSS) program, parents must be notified about their state's policies about the collection of student performance data, strategies for increasing the child's rate of learning, and their right to request an evaluation (Sec. 300.311(a)(7)(ii))

- The MTSS process must not be used to delay or deny an evaluation but should offer data, both academic and behavioral, to help problem solve and analyze issues regarding learning
- and help inform the development of effective instructional plans for students found to have a Specific Learning Disability (SLD)
- Evidence of a pattern of strengths and weaknesses in performance, achievement or both should be included, and must be designed to help guide the development of the child's instructional program.

MTSS records can indicate whether or not the child (a) achieves adequately for age or grade level when provided with appropriate instruction, and (b) makes sufficient progress to meet age or grade level standards based on the child's response to scientific, research-based intervention. Evidence that the student is improving when provided with general education interventions indicates that the student is not in need of special education services, a requirement for placement in special education.

### **Additional Instructional Programs**

The following classes are an integral part of our curriculum. All students are expected to participate in these classes:

Art History ♦ Music Theory/Band ♦ Physical Education ♦ Latin {Grades 6-7}

On days when your child is scheduled to participate in Physical Education, please make sure he or she is dressed appropriately. Tennis shoes are required to participate in P.E. class. Your child may bring a pair of non-uniform tennis shoes to participate in P.E., but must change back into uniform shoes when P.E. is over. Non-uniform tennis shoes are defined as any shoe not adhering to the ICA uniform dress code. Girls are required to wear leggings or shorts under jumpers and skirts. If your child is not wearing proper attire for P.E., he or she may be required to sit out from P.E. class.

Ivywood Classical Academy						
2021-2022 School Calendar						
August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30
November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ 30	24/ 31	25	26	27	28	29
February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



May '22							June '22							July '22						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29	30			25	26	27	28	29	30	31

- No School
- Early Release
- First/Last Day of School (½ day)
- No School/Staff Professional Development

8/23/21 - 9/3/21	Staff Professional Development
9/6/21	Labor Day
9/7/21	First Day of School (½ Day)
11/22/21 - 11/26/21	Thanksgiving Break
12/20/21 - 12/31/21	Winter Break
1/17/22	Martin Luther King Day
2/21/22	President's Day
3/7/22	Staff Professional Development
3/28/22 - 4/1/22	Spring Break
5/3/22	Memorial Day
6/17/22	Last Day of School (½ Day)
6/20/22-6/24/22	Staff Professional Development

#### School Hours

Full Day	8:45 - 3:45
Half Day	8:45 - 12:45
Early Release Fridays	8:45 - 1:45

**PLEASE NOTE: If the Academy exceeds 6 days of building closures, additional school days will be added to the calendar.**

There will be 180 instructional days on June 17, 2022. Number of days required by State statute is 180. Total number of instructional hours: 1,179  
*Instructional Days per Month:*

September 18	February 19
October 21	March 18
November 17	April 20
December 13	May 21
January 20	June 13

## School Hours and Attendance Calls

### School Hours

Full Days	Monday-Thursday	8:45am-3:45pm
Two Hour Early Release	Every Friday	8:45am-1:45pm
Half Days	First and Last Day of School	8:45am-12:45pm

If your child is going to be absent please call this number to report their absence: 248-207-1757

If your child's absence is unexcused you will receive an attendance robocall from the ICA office

## Tardy Policy and Early Check-out Policy

Regular school attendance is of utmost importance to your child's adjustment to school and contributes to the realization of the importance of education. When students are not in school, they also miss valuable instruction and fall behind academically and socially.

### Arriving Tardy

If you arrive at or after 8:45 you will need to:

- 1) Park
- 2) Escort your child(ren) to the front door
- 3) Sign your child in on the iPad and ring the doorbell

Please note, classroom instruction begins promptly at 8:45am Monday-Friday. If your child is not inside the building by 8:45am this means your child is tardy and must be signed in by a parent or guardian. Arriving tardy causes your child to miss academic instruction and may impact his/her academic progress resulting in grade level retention. Chronically tardy students may also be reported for truancy.

A student who is tardy three times will receive a warning letter sent home to the parents for the parent's signature. If a student receives 6 unexcused tardies, an attendance intervention plan will be developed with the student, parent and School Leader.

### **Early Check-out**

Early check-outs will not be permitted after 3:30pm. If checking a student out prior to 3:30pm, you will need to:

- 1) Sign your child(ren) out on the iPad at the main entrance
- 2) Ring the doorbell

Please note, you do not need to call the office prior to arriving. Students will not be called down to the office for an early check-out until their parent/guardian has arrived to sign them out. It is important that students remain in the classroom as long as possible so they are not missing additional instructional time.

### **Attendance Policy**

The Board of Directors requires that all students attend school during the days and hours that the Academy is in session. Each student is expected to receive a minimum of 1,098 hours of instruction to be promoted to the next grade level or receive credit in coursework. Those not meeting this requirement will not be promoted to the next grade level or receive credit in coursework.

Parents are asked to call the Ivywood office {248.207.1757} to notify the Academy of their child's absence or to leave a message on the attendance line whenever their child will be absent from school. All attendance calls should be made prior to 9:00am. Parents are to provide valid written documentation stating the cause of absence for the absence to be excused; otherwise, the absence will be considered unexcused.

Excused absences may be granted for the following reasons:

- Illness of the student. The School Leader may require a doctor's statement. A doctor's statement of illness must be presented if a student is absent more than three consecutive days or more than ten absences during a semester.
- Illness in the immediate family, which requires absence of the student from school.
- Death in the immediate family (should not exceed five days).
- Recovery from an accident.
- Required court appearance. Parents are asked to notify the school in advance.
- Professional appointments. Parents are encouraged to have the child return to school after the appointment.
- Religious holidays regularly observed by persons of the student's faith.
- Absences for other reasons as approved by the School Leader upon request of the parent.

Upon return to school, a student is to check with his or her teacher(s) to schedule make-up work.

When a student accumulates 12 absences, the parents will attend a mandatory meeting with the School Leader. This meeting will determine the course of action that will be taken, which may include the development of an attendance contract, an absenteeism report submitted to the truancy officer, possible withdrawal from the school, and possible petition to the juvenile court. If the family chooses not to participate in the meeting, or the student does not uphold the attendance contract, an absenteeism report will be submitted to the county truancy officer. Students who are chronically absent, tardy, or checked out early may be recommended for retention and/or not receive credit for their coursework.

When a student is absent from school for ten consecutive school days the student may be withdrawn from the Academy and the student's directory information will be reported to the truancy officer of the intermediate school district and other state and local agencies unless the parent/guardian provides a reason for the absence. The School Leader will attempt to make contact with the student's parent/guardian during the period of consecutive absences.

## **Drop-off & Pick-up Procedures**

### **Morning Drop-off**



**Option #1 Park and Walk to Entrance:** Parents may park and escort their children to the front door. Please do not allow children to run through the parking lot unattended.

**Option #2 Utilize the Car Loop:** Please enter through the first driveway and follow the loop around the building (see map above). Staff will direct you once you pull to the front of the

building. Please do not exit your vehicle. Staff will open car doors. If your child needs assistance exiting the vehicle or unbuckling a carseat, please utilize option #1.

Please Note:

- 1) Drop off window M-F 8:25-8:45; staff supervision will not be provided until 8:25am
- 2) Staff will unload cars until 8:44, if you arrive after 8:44 you will need to park and escort your child(ren) to the main entrance
- 3) Main doors close and lock promptly at 8:45, any students not **INSIDE** the building at 8:45 will be tardy

### **Pick-up Procedures**

- 1) Ivywood utilizes a staggered dismissal. Please adhere to the dismissal schedule below:

Last Names	<b>Monday-Thursday</b> Dismissal Times
A-L	3:45-3:55
M-Z	3:55-4:05

Last Names	<b>Friday</b> Dismissal Times
A-L	1:45-1:55
M-Z	1:55-2:05

Last Names	<b>First &amp; Last Day</b> of School Dismissal Times
A-L	12:45-12:55
M-Z	12:55-1:05

- 2) All parents must park and enter through the main entrance
- 3) Entrance will not be granted at the side doors
- 4) All designated pick-up people must present their ICA identification card which will be scanned by an ICA employee prior to gaining entrance to the building
- 5) If you do not have an ICA identification card to present, you must present your driver's license or access will be denied
- 6) All families must exit from the east or west side entrances, families will not be permitted to exit through the main entrance

**Late Pick-up Policy: At 4:06 (2:06 on Fridays) ICA will assess a late pick-up fee**

- Offense #1 = \$1.00/minute per child
- Offense #2 = \$5.00/minute per child
- Offense #3 = \$10.00/minute per child and proof of enrollment in the YMCA aftercare program. The student will not be permitted to attend class until proof of enrollment in YMCA aftercare has been obtained by the ICA office staff.

Fees may be paid by cash or check made payable to: Ivywood Classical Academy

Unpaid fines will result in the following:

- Field trip permissions being suspended
- PowerSchool account locked
- Progress reports & report cards held in office
- Student will not receive a class schedule (placement) in the fall of the consecutive school year

**Before and After Care**

The academy partners with the YMCA to provide before and after care. The before and after care program is housed on site at the Academy. Information regarding registration can be found on the Ivywood Classical Academy website:

<https://ivywoodclassicalacademy.com/before-after-school-care/>

**Before & After Care Hours**

Before Care Hours	7:00am-8:45am
After Care Hours	3:45-6:00pm (Fridays: 1:45-6:00pm)

## **School Closing Announcements**

The Academy will make a good faith effort to give families adequate notice of school cancellation in order for families to make necessary arrangements for child care. School cancellation will be announced the following ways:

- Email
- Robo Call
- Television stations: Channel 2 Fox Detroit; Channel 4 NBC Detroit; Channel 7 ABC Detroit; and Channel 62 CBS Detroit.
- Private family Ivywood Family Facebook page

## **Uniform Dress Code**

Our uniform policy and dress code fosters an atmosphere in which the Ivywood virtues can thrive: courage, respect, excellence, integrity, humility, self-government, and wonder. Daily reinforcement of strong personal habits promotes courtesy, the honor of self and others, modesty, and discipline. Adherence to the code diminishes economic and social barriers between students, increases a sense of belonging and school pride, encourages good judgment, models good citizenship, and encourages all to perform at their highest level.

Ivywood Classical Academy students are required to dress and groom themselves in a way that aligns with our philosophy of maintaining a learning environment that focuses on the development of each student's academic potential, personal character and leadership skills.

All Ivywood Classical Academy students are required to be in school uniform during school hours and during all school activities unless otherwise specified by the Principal. Attire which attracts undue or negative attention or which infringes on the rights or values of others is not considered to be in the spirit of the dress code. Attire is expected to be clean, in good condition, and properly sized to fit. Please account for your child's growth throughout the year when purchasing items such as skirts and pants to ensure they remain at the appropriate length.

Students, staff and parents are to commit to the code and remain dedicated to interacting with one another as ladies and gentlemen. In doing so, we are choosing to be actively engaged in the safe, secure, and nurturing environment of this exceptional learning community.

Any medical or religious concerns or limitations that might preclude meeting the uniform guidelines should be addressed with the school Principal to determine if reasonable accommodations are necessary. The uniform guidelines at Ivywood Classical Academy are not meant to be financially prohibitive for any student's ability to attend the Academy. Families that need assistance purchasing uniforms may contact the front office at 248.207.1757 or [ivywoodclassical@choiceschools.com](mailto:ivywoodclassical@choiceschools.com) to request a uniform scholarship application.

Uniforms may be purchased at the Ivywood Classical Academy Lands' End store here: <https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900190638> or from any other vendor. Please note, the plaid option for girls may only be purchased from the Ivywood Lands' End store and is a custom navy plaid.

### Girls' Uniform Guidelines

Item	Color	Specifications
Shirts	Navy White Light Blue	Solid with collar  May be short or long-sleeved  Must be kept tucked in at all times
Cardigans  Sweaters	Navy White	Collared uniform shirt must be worn underneath  No hoods or sweatshirt material permitted  Cardigans or sweaters may be no longer than fingertip length
Skirts  Jumpers	Khaki Navy Plaid	Plaid is a custom plaid only found on the Ivywood Land's End Store  Skirts and skorts must be worn at the waist  Hem should be worn at the knee and may rise no higher than 2 inches above the top of the knee  Must be worn with privacy shorts, tights, or leggings underneath



<p>Pants</p> <p>Shorts</p>	<p>Khaki</p> <p>Navy</p>	<p>Must be uniform style (no skinny pants, cargos, joggers, leggings- unless worn under a skirt or jumper, capris, khaki jeans, etc.)</p> <p>Hem must reach the top of the foot and/or cover the ankle, but not drag on the ground</p> <p>Must be worn at the waist, and no undergarments may be visible</p> <p>Shorts should go to just above the knee but not below, and should not be excessively tight or loose fitting</p>
----------------------------	--------------------------	---

<p>Shoes</p>	<p>White</p> <p>Black</p> <p>Brown</p> <p>Navy</p> <p>Tan</p> <p>Gray</p>	<p>Tennis shoes are permitted in uniform colors</p> <p>Non-uniform colors are not permitted to be on shoes</p> <p>Must have a closed toe and heel</p> <p>No sandals, crocs, moccasins, light-up shoes, or shoes with wheels</p> <p>No heels higher than an inch</p> <p>Dress boots may be worn underneath long pants or with uniform skirts</p>
--------------	---	---

<p>Belt</p>	<p>Black</p> <p>Brown</p>	<p>Recommended for grades K-1</p> <p>Required for grades 2 and up, when wearing pants or shorts</p> <p>Belts should fit appropriately and not dangle</p>
-------------	---------------------------	--

<p>Leggings</p> <p>Tights</p> <p>Socks</p>	<p>Navy</p> <p>White</p> <p>Khaki</p> <p>Black</p>	<p>Leggings and socks must cover the ankle bone</p> <p>Knee socks are permitted</p>
--	--	---

		Leggings are not to be worn as pants. If leggings are worn, they must be under a skirt or jumper
Undershirts	White	Recommended under uniform shirts, especially if white  Undergarments must not be visible
Jewelry	n/a	Modest jewelry is allowed  An object that has a purpose other than jewelry cannot be worn (i.e. chains or collars)  No more than 2 necklaces at a time  One earring per ear on the earlobe, and no larger than a quarter  No piercings other than the ear
Make-up	n/a	Must look natural  Nail polish: solid colors/non-distracting colors
Hair	Only natural colors	Hair must be styled traditionally, clean, and neat
Head coverings	White Navy Khaki	Head coverings may be worn for religious purposes. These must be plain in appearance without patterns or embellishments
Blazers	Navy	
Other	n/a	All permanent or temporary body art must be covered and not visible  Hats, scarves, or bandannas are not permitted in school  Sleeveless tops are not permitted.

**Boys' Uniform Guidelines**

Item	Color	Specifications
Shirts	Navy White Light Blue	Solid with collar  May be short or long-sleeved  Must be kept tucked in at all times
Cardigans  Sweaters	Navy White	Collared uniform shirt must be worn underneath  No hoods or sweatshirt material permitted  Cardigans or sweaters may be no longer than fingertip length
Ties	Navy Khaki Light Blue	Must be solid
Pants  Shorts	Khaki Navy	Must be uniform style (cargos, joggers, jeans, etc. are not permitted)  Hem must reach the top of the foot and/or cover the ankle, but not drag on the ground  Must be worn at the waist, and no undergarments may be visible  Shorts should go to just above the knee but not below, and should not be excessively tight or loose fitting

Shoes	White Black Brown Navy Tan Gray	Tennis shoes are permitted in uniform colors  Non-uniform colors are not permitted to be on shoes  Must have a closed toe and heel  No sandals, crocs, moccasins, light-up shoes, or shoes with wheels
Belt	Black Brown	Recommended for grades K-1  Required for grades 2 and up, when wearing pants or shorts  Belts should fit appropriately and not dangle
Socks	Navy White Khaki Black	Socks must cover the ankle bone
Undershirts	White	Recommended under uniform shirts, especially if white
Jewelry	n/a	Modest jewelry is allowed  An object that has a purpose other than jewelry cannot be worn (i.e. chains or collars)  No more than 2 necklaces at a time

Make-up	n/a	n/a
Hair	Only natural colors	Hair must be styled traditionally, clean, and neat
Head coverings	White Navy Khaki	Head coverings may be worn for religious purposes. These must be plain in appearance without patterns or embellishments
Blazers	Navy	
Other	n/a	All permanent or temporary body art must be covered and not visible  Hats, scarves, or bandannas are not permitted in school  Sleeveless tops are not permitted.

**Spirit Wear**

The first Friday of each month is designated as a Spirit Wear Day. Spirit wear may be purchased by visiting the Ivywood Classical Academy website: <https://ivywoodclassicalacademy.com/>  
Approved spirit wear includes:

Approved Spirit Wear

Tops	Bottoms
<ul style="list-style-type: none"> <li>● Uniform Tops</li> <li>● Spirit Wear Tops</li> <li>● Tops from school wide events, clubs, or extracurricular activities</li> </ul>	<ul style="list-style-type: none"> <li>● Uniform bottoms</li> <li>● Jeans (no holes, no embellishments, no skinny jeans)</li> </ul>

**Enforcement Policies**

If a student’s dress or grooming is inappropriate or objectionable under these provisions, faculty shall request the student to make appropriate corrections. If the student is unable to meet the dress code or refuses to make the necessary corrections, the Principal shall notify the student’s parent and request that the parent make the necessary correction. If both the student and parent refuse, the Principal may take disciplinary action.

### **Birthday and Classroom Parties**

Please refer to your child's classroom handbook for birthday celebration guidelines. As a reminder, Ivywood is a nut free facility and all treats must be store bought and contain a nutrition label. Throughout the school year additional classroom celebrations/parties might be held. Prior to any food being served, families will be notified.

### **Phone Use**

Student cell phones shall not be powered on, or in view, at any time during school hours. If these devices are powered on, or in view, they will be confiscated until the end of the day. A second offense will necessitate a parent meeting to retrieve the device. Further offenses will be considered a violation of the Code of Conduct and subject to disciplinary action.

### **Pesticide Use**

The Academy utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all available and appropriate techniques to attain the goal of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized at our facility.

This notice has been provided in compliance with MCL324.8316. We are also required to notify you of your right to review the IPM Plan and IPM records.

### Prior Notification Request

You also have the right to be informed prior to any application of an insecticide, fungicide or herbicide made in or at the school grounds or buildings during this school year, with the exception of bait or gel formulations. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

At least 48 hours before an application, advance notification will be given by 1) posting at commonly used entrances to the facility and 2) by Email. Advance notification flyers will be posted at the following commonly used entrances: main entrance.

The school leader is responsible for pesticide application procedures.

In addition to the above methods of notice, the parent/guardian is entitled to receive the notice by first-class U.S. mail postmarked at least 3 days before the application. If you need prior notification via U.S. mail, please complete the information below and send it to the school office.

\*\*\*\*\*

#### PRIOR NOTIFICATION REQUEST

PARENT NAME: \_\_\_\_\_  
 STUDENT NAME: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY, ZIP: \_\_\_\_\_  
 DAY PHONE #: \_\_\_\_\_  
 EVENING PHONE #: \_\_\_\_\_

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school.  
 I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.  
 Both of the above.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

### **Asbestos Management**

As per AHERA (40CFR 763.80) Rule, the Academy is required to notify all students, staff, legal guardians, outside contractors and community members of the availability of the AHERA Management Plan for their inspection and review. A copy of this plan is available at the school office for your review during normal business hours. Periodic (6 month) inspections are performed by properly trained staff members. At this time there are no planned asbestos abatement activities for the upcoming year. Should the need for abatement arise, all building occupants and their legal guardians will be notified in writing.

### **Transportation**

Parents are responsible for transportation of their children to and from school, the Academy does not provide transportation services. Parents dropping off or picking up their children are reminded to pay close attention to the movement of students and vehicles in the parking lot. The Academy may utilize charter transportation services to facilitate field trips. Failure to follow this Handbook and the Student Code of Conduct while on the bus may result in termination of the privilege of attending future field trips in addition to other appropriate disciplinary actions.

### **Tornado Drills**

Tornado drills are regularly scheduled to educate students in safe practices in case of an emergency. The teacher will review rules of safety and evacuation routes with students. Evacuation routes and tornado watch locations are posted in each classroom and common use areas of the Academy. The teacher or person responsible for a group of students will take class roll to determine the presence of all students who are in attendance on that day. Students and staff will return to class when the teacher is given approval by the School Leader.

Students will not be dismissed from school when there is a tornado watch or warning. During a tornado watch, students will remain inside the building, instruction will continue, and local weather will be monitored. During a tornado warning, all students and staff members will remain in the building. Everyone will take shelter in designated areas and will follow outlined safety protocols. Students may be detained beyond the usual dismissal time. Parents who have come to the school to pick up students are encouraged to stay at school until the tornado warning has passed and safe conditions prevail.



### **Fire Drills**

Fire drills are regularly scheduled to educate students in safe practices in case of an emergency. The teacher will review rules of safety and evacuation routes with students. Evacuation routes and tornado watch locations are posted in each classroom and common use areas of the Academy. The teacher or person responsible for a group of students will take class roll to determine the presence of all students who are in attendance on that day. Students and staff will return to class when the teacher is given approval by the School Leader.

### **Lockdown Drills**

The State of Michigan has made it mandatory for schools to practice two Lock Down Drills per year. We will follow this mandate just as we do for Fire Drills and Tornado Drills. These drills will be conducted in coordination with the local emergency management coordinator and police department.

### **Emergency Closing During the School Day**

In the event of severe weather or other unexpected emergency, the Academy may be forced to dismiss students early. The Academy will make use of the School Messenger automated robocall system to reach parents/guardians.

### **Field Trips**

Prior written parental or legal guardian permission is required for a student to attend any field trip off school grounds. Teachers will inform parents of such details as destination, lunches, spending money, departure and arrival times, and any special rules. A permission slip will be sent home before each field trip involving travel. Teachers work to schedule field trips that are relevant to the Academy's curriculum. The minimum guidelines for the supervision of field trips is one adult chaperone for every five students. Student/adult ratios may vary with the nature of the field trip. Students who disobey school rules and/or defy teacher authority may be denied the right to participate in field trips. The decision will be made by the School Leader in consultation with the teacher(s) conducting the field trip. The Code of Student Conduct applies to students at school and on school related trips/activities away from school. Students are expected to follow Academy rules and pay for any costs incurred. Parents who cannot afford such costs for their child's participation are encouraged to contact the School Leader. Parents will always be given prior notice of field trips. If a student is not attending a field trip with his/her class he/she is still required to attend school. The student will be provided alternative learning opportunities in lieu of attending the field trip.

## **Extra-curricular Activities & After School Clubs**

Students participating in any school sponsored activity or club must have been in attendance at school the day of the activity or club, otherwise they will be disallowed from participating that day. Additionally, students who are considered truant based on this policy manual may be disallowed from participating in any extra-curricular activities or clubs sponsored by the school.

We encourage students to participate in as many extra-curricular activities and/or clubs as they can reasonably manage, knowing that academics come first. Every member of a club or team has a responsibility to his or her teammates to show up on time ready to participate, and to display Ivywood Classical Academy's core virtues as ambassadors for the school. Extra-curricular activities and clubs may charge a participation fee and additional fees may be required to view athletic events off of school grounds. These funds will be used to pay for uniforms, equipment, fees for invitationals, and other miscellaneous items. Each coach or club leader will set rules by which each student must abide in order to participate. Any and all Ivywood Classical Academy extra-curricular activities must be approved by the Principal. All adults running these activities must be registered Ivywood Classical Academy volunteers with current background checks on file in the main office. A list of all sanctioned Ivywood Classical Academy extra-curricular activities and clubs will be maintained and updated and available for parents to view on the Ivywood Classical Academy website at any time.

## **Fundraising**

Students may solicit only for Academy sponsored activities. The School Leader, or Board of Directors, when appropriate, must approve fundraisers in writing prior to announcement of fundraising activities, placing orders, or making commitments. Academy students are prohibited by Board Policy from door-to-door solicitation of any type in the community. There will be no exchange of money among students for any purpose unless authorized by the School Leader.

## **Volunteers**

Ivywood Classical Academy rests on a partnership between the school and families who choose to enroll their students. Volunteering is a crucial element in that partnership. The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks. The school also seeks qualified and interested parents to help sponsor clubs, chaperone activities, and assist the school in developing a culture of respect and

responsibility. The school will post the most current volunteer handbook on the Ivywood website. All volunteers must read, agree to, and sign the volunteer handbook before volunteering at the school.

All visitors and volunteers must enter through the main office. Should they wish to go beyond the main office, a background check will be conducted, and a badge will be issued, identifying the visitor properly checked in through the office. It is the responsibility of all staff members to help police the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate name badge must be walked back to the office to ensure they are signed in properly.

If an adult plans to volunteer with students, the individual must complete an I-CHAT background check. I-CHAT forms can be found on the Ivywood website or requested in the main office. Please note, background checks can take up to 48 hours to process through the Michigan State Police and must be renewed each school year. The Academy reserves the right to approve or deny background checks.

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the Ivywood faculty, staff or School Leader. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

## **Visitors**

Visitors must report to the main entrance upon entering the campus. Visitors must sign in on the iPad located outside of the main entrance. Visitors must then ring the doorbell and school staff will grant access remotely if the visitor has been verified in our system. Approved visitors will be given an identification badge, which must be visible while on campus. Visitors will be monitored by Academy staff at all times.

Visitors will be required to secure permission of the School Leader to be on school grounds. Visitors who are not known by the Academy faculty and staff will be required to present a form of official identification, for example, driver's license, to have their request to visit in the school or to be on school grounds considered. If identification cannot be verified, entrance to the Academy will be denied.

Any person, who comes onto the campus and does not properly sign in at the office, will be considered a trespasser. Trespassers will be asked to leave the campus immediately. Failure to leave the campus will be reported to the Police Department for action.

## **Parent Education Meetings**

Parent education meetings will be scheduled throughout the year. Different topics will be discussed to give you the opportunity to learn more about classical education, classical curriculum, and the Academy.

## **Parent's Rights and Responsibilities**

Parents have the right:

- To know that their child is cared for in a safe, supportive environment
- To unlimited access to their children (unless prohibited by a court order)
- To access the school staff during the school's normal hours of operation
- To be informed about serious misbehavior on the part of their own child
- To be regularly informed of school activities

Parents have the responsibility to fulfill their obligations as described in various portions of this handbook. These obligations include, but are not limited to:

- Keeping their child's records up-to-date
- Letting the school office know if their child will not be attending on a regularly scheduled day
- Following established procedures in accessing their child during the school day, as well as observing established procedures regarding pick-up/drop-off or occasions that require a child to leave early or arrive late
- Noting any communications from the administrators or teachers regarding their child's behavior, and to cooperate in any efforts to bring about improvement in the situation
- Attempting to attend school activities that involve parents
- Informing the school of any significant changes that occur in the home

## **Ivywood Parent Group Organization**

Ivywood Classical Academy's School Board has established the Parent Group Organization {PGO} to support the school's mission, vision, and core virtues. The PGO organizes teams and activities that are designed to help the school flourish. The group consists of task-oriented teams whose purpose is encouraging and coordinating parent volunteerism to achieve defined goals that directly support and improve the programs and culture of the school. All parents, guardians, academy staff, and community members are encouraged to attend regular meetings and actively participate in these

tasks, events, and activities coordinated by this group. PGO meetings are the primary opportunity to obtain information and engage in discussions about ways to support the school's mission, vision, and core virtues. The Parent Group Organization may support and collaborate with the Fundraising & Community Relations Coordinator for the fundraising efforts of Ivywood Classical Academy, but it will not be a stand-alone, tax exempt, non-profit organization. Ivywood Classical Academy is itself a non-profit organization with 501(c)3 status. The School Board, Ivywood Principal and Superintendent reserve the right to create, remove, or dissolve PGO's Teams and/or leadership in alignment with immediate priorities and the long-term strategic priorities of the school. The complete PGO handbook can be viewed at any time on the Ivywood Classical Academy website.

### **Channels of Communication**

It is extremely important at Ivywood Classical Academy that we are communicating effectively with each other. To ensure that we do this, we have created a communication flow so that you know who to turn to with your questions or comments.

First, go to your child's teacher. In most situations, teachers will know first hand about classroom, academic and social situations. Teachers are accessible via email or by scheduling a time to meet. A complete staff directory including email addresses can be viewed on the Ivywood Classical Academy website. Please share your concern with the teacher(s) and allow them time to gather information and formulate a response. If the matter is urgent, please express that in your email. With continued open communication teachers and parents will develop a supportive relationship that allows students to become successful.

If necessary, reach out to Mrs. Kooiker, ICA Principal. As the Principal, Mrs. Kooiker's role is to support all stakeholders in moving forward the mission and vision of ICA. She can best support unresolved classroom concerns by working with teachers and parents jointly to find a resolution that aligns with our core virtues. Mrs. Kooiker is available by appointment. Please contact the office to schedule a call or meeting.

On rare occasions, our Superintendent, Mr. Naber may offer guidance. Mr. Naber provides leadership, direction and support to Mrs. Kooiker and is the primary contact between the Academy board of directors and the Academy's management company, Choice Schools Associates. Mr. Naber is best reached via email.

Below are some examples of discussion points and who is responsible for addressing them:

<b>Classroom Teacher</b>	<b>School Leader</b>	<b>Office Staff</b>
Child's Progress	School Policy	Absence Calls
Classroom Activities	Curriculum	Student Records
Classroom Assistance	Academic Policy	Registration/Enrollment
Class Procedures	Admissions Criteria	Donations
Daily Scheduling	Facilities	Fundraising
Special Activities (i.e. field trips, class parties, classroom performances, etc.)		

### **Academy Newsletter**

The Academy will email a weekly school newsletter titled "The Vine" on Friday mornings. The Vine contains important information for currently enrolled families. In addition to The Vine, the Academy will also email a weekly stakeholder newsletter every Friday afternoon. The stakeholder newsletter is distributed to everyone on our mailing list and is not specific to Ivywood families. The stakeholder newsletter serves to inform stakeholders of the great things the Academy is doing.

### **Meals**

For the safety of all students, Ivywood is a nut free facility. Please abstain from sending your child with items that contain tree nut and/or peanut products. The Academy does not have a meal program, therefore students are required to bring lunch daily. Please pack lunches that do not require warming.

## **Snacks**

For the safety of all students, Ivywood is a nut free facility. Please abstain from sending your child with items that contain tree nut and/or peanut products. Please reference classroom handbooks for details regarding classroom snack policies. Classroom handbooks will be distributed by teachers during back to school orientation.

## **Medications**

All medication must be sent to the school in its original packaging. A written, signed, and dated directive from a physician must accompany any medication to be administered at school. This includes, but not limited to, over the counter medications such as Tylenol, Ibuprofen, lotions, and creams. Individuals who administer medications will receive training on policies and procedures related to this responsibility. An individual medication administration log will be kept in the student's record. Any adverse reaction to medication, as described on the physician's written instructions, and/or any errors made in the administration of medications shall be reported to the child's parent/guardian immediately.

## **Immunizations**

State law and the local County Immunization Code requires all students entering the Academy to provide evidence of having received the required immunizations for Diphtheria, Tetanus, Pertussis, Polio, Measles, Rubella, Mumps, HIB shot, Hepatitis B, and Chicken Pox. State law and local County Immunization Code prohibit the Academy from admitting children without the required immunizations.

Immunization waivers issued by the Health Department will be accepted in lieu of immunization records. If you are unable to get an appointment at the Health Department prior to enrolling, please provide office staff with proof of an upcoming appointment.

## **Illness**

Children should not attend school when the following conditions are present (if any of the following are present students must stay home for 24 hours before being allowed to return to the Academy):

- Temperature above 100 degrees
- Unusual drowsiness, excessive sleep or the child appears ill
- Vomiting
- Diarrhea
- Rash
- Severe cough or difficulty breathing
- Red swollen eyes
- Ringworm
- Lice

Children should report all illnesses and injuries occurring in the Academy to their teacher. Only immediate and temporary care will be given in the Academy. Parents will be notified by phone when a child needs additional care. For the health and well being of our staff and students, parents will be responsible to make sure the child is picked up within the hour after notification. It is the responsibility of the parent/guardian to make sure all emergency contact phone numbers are current.

## **Student Information Card**

As part of the application process parents/guardians are asked to electronically sign an emergency medical card to permit Academy staff to secure medical assistance in an emergency. In the event of an emergency, parents/guardians will be notified immediately.

## **Property**

Students are responsible for taking care of school owned materials and are expected to pay replacement or damage costs if applicable. Personal belongings including clothing should be labeled. The school will keep a Lost and Found. The school will donate items that remain in the Lost and Found for more than one week. The Academy does not assume responsibility for lost articles of clothing. Electronic devices, not school related, shall not be turned on at any time during school hours. If these devices are found to be powered on or in view, they will be confiscated until the end of the day and may result in disciplinary action.



## **Student Network Use**

Ivywood Classical Academy students shall not have access to the internet without staff supervision, and will not have access to the network or wireless passwords. It is our goal to provide these services in as safe an environment as possible. Network access is a privilege, and all students are expected to practice proper and ethical use of these systems. The use of these systems is monitored, without an expectation of privacy, and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of education. Ivywood Classical Academy does not assume responsibility for system failures that could result in the loss of data. It is the policy of Ivywood Classical Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act. All parents/guardians electronically sign a student network use consent when completing an application for admission to the Academy.

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, or to any material deemed harmful to minors.

To the extent practical, steps shall be taken to promote the safety and security of users of the Ivywood Classical Academy online computer network. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Schoolwide Behavior**

Students are expected to be polite and attentive at all times. Any other behavior is disruptive and will be cause for disciplinary action. Teachers have the authority to set their specific classroom rules and procedures within the parameters of the Ivywood Classical Academy Handbook. Students should listen when others are talking and not interrupt, speak courteously and respectfully, follow directions, keep one’s body and objects to oneself, and not disturb others. Behavioral expectations apply whenever the student is on our campus, including before school, during recess, and after school. Beyond that line, students may be disciplined if their behavior causes or may reasonably be believed to cause a substantive disruption to campus activities. In the hallways, students are expected

to walk quietly and orderly. During lunchtime students are expected to act calmly and quietly while they enjoy their meals and relax. All students are responsible for cleaning up after themselves.

## **Discipline**

The main purpose of all discipline is to foster a student's desire to be morally and intellectually virtuous. Where that desire does not exist, self-discipline will not arise and a student will falter when laws and rules are silent. The secondary purpose is to foster an orderly and disciplined environment in which all students can learn and present their ideas in a prudent way. Any departure from proper decorum is liable to disciplinary action. Since not all students respond to the same arguments, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied, and also fitted to both the nature of each individual student and the circumstances in which any misbehavior occurs. Please reference the Student Code of Conduct which can be found on the Ivywood Classical Academy website for more information regarding discipline.

## **Suspension & Expulsion**

Detentions, in and out of school suspensions, and/or expulsions are levels of consequences that are administered to students who demonstrate disobedient, disruptive, violent, disrespectful, or otherwise harmful behavior at school. A student whose presence creates, or is likely to create, a specific threat or risk to the safety or well-being of the school community or any of its members may be suspended or expelled from school. The Student Code of Conduct spells out the responsibilities of parents and students, appropriate and inappropriate behaviors, and consequences for unacceptable behaviors. If a student's behaviors result in a discipline recommendation over 10 days suspension or expulsion, the school will consider the mitigating factors involved and consider using Restorative Practices as an alternative, or in addition to, suspension or expulsion. Please see the Code of Conduct for more information. The Code of Conduct can be found on the Ivywood Classical Academy website.

## **Tobacco/Smoke Free School Zone**

The use of any tobacco products and E-Cigarettes, within the school buildings, the school facilities or on the school grounds by any individual, including school personnel, is prohibited. Students will be subject to disciplinary procedures outlined in the Code of Conduct.

**Drug & Alcohol Use**

The use and/or possession of drugs or alcohol are illegal and will be treated by the school as a serious offense. Any student found with or using alcoholic beverages or drugs during school hours or at school-related activities shall be referred to the School Leader for long-term suspension or expulsion. The student's parent(s) will be notified and required to attend a conference with the School Leader and possibly the Board of Directors. The police will be notified and the student may be liable for arrest and prosecution.

**Firearms**

The federal Gun-Free Schools Act of 1994 requires school districts to expel a student from school for a period of not less than one year if it is determined that the student brought a firearm to school. Expulsion may be permanent.

**Harassment, Intimidation, & Bullying {Including Cyber-bullying}**

The Academy will not tolerate bullying of any kind, including cyber bullying, on its school grounds, during school-sponsored activities/events, or off-campus. The Academy Board's revised anti-bullying policy has been included as an addendum to the Student Code of Conduct. You are encouraged to read the policy, understand that it is based upon law, and encourage your child to refrain from bullying activities and report incidents observed at school.

**Non-discrimination Policy**

The Academy does not discriminate against applicants, employees or students on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age, national origin, political belief, marital status, sex, age, height, or weight in its programs or activities. Sexual harassment will not be tolerated in Academy employment practices and/or educational programs or activities.

Inquiries regarding compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Age Discrimination Act of 1975, or any other federal or state regulations, may be directed to the School Leader, the Michigan Department of Education, or the Director of the Office of Civil Rights, U.S. Department of Education.

## Sexual Harassment

The Academy is committed to providing a working and learning environment based on dignity and respect, free of harassment or intimidation. All those associated with the Academy are expected to foster a climate that is supportive, respectful and conducive to teaching and learning. Title IX of the Education Amendments of 1972 (Title IX) and the Department of Education's implementing regulations prohibit discrimination based on sex in federally assisted education programs and activities.

“Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a student can deny or limit, based on sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program. Sexual harassment of students is, therefore, a form of sex discrimination prohibited by Title IX under the circumstances provided in this guidance” (“Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U. S. Department of Education, Office for Civil Rights, January 2001).

Sexual harassment is among the behaviors that are destructive to a positive working and learning climate, and as such is prohibited by state law, federal law, and school board policy. Any member of the school community who engages in sexual harassment as defined below will be in violation of this policy. The Employee Manual is explicit in its discussion of sexual harassment and consequences of inappropriate behavior by employees.

This policy encompasses behavior of adults towards adults or students, and students towards students or adults.

Sexual harassment, as defined above, may include, but is not limited to, the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats including, but not limited to, one's grades, and job
- Display of lewd or sexually explicit materials, inappropriate jokes, or language of a sexual nature

All persons associated with the Academy are responsible for:

- 1) Ensuring that his/her behavior does not sexually harass any other person associated with the Academy
- 2) Reporting any observed or experienced harassment or mistreatment immediately to the Sexual Harassment Grievance Officer and cooperating fully in the investigation of alleged sexual harassment
- 3) Actively participating in the Academy's effort to prevent sexual harassment in the Academy

Retaliation of any form, including threats, intimidation, reprisal or harassment, towards any person who makes a sexual harassment complaint, or who assists in or participates in an investigation, proceeding, or hearing is unlawful and will not be tolerated and can be considered grounds for dismissal of staff and/or removal of a student from the Academy.

False {fabricated} claims of sexual harassment can cause permanent damage to the victim of such claims and must therefore be treated as a very serious matter. A false claim may be considered grounds for dismissal of staff, or discipline including the removal from the educational setting for a student, who makes a false claim.

Reports and complaints of sexual harassment will be kept as confidential as possible consistent with the rights of all parties.

The Board of Directors has appointed the Chief Administrative Officer, or their designee, as the Grievance Officer who will be responsible for processing all sexual harassment complaints in accordance with the procedure outlined below.

#### COMPLAINT PROCEDURES:

1. What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Therefore, the victim should make clear to the harasser that the behavior is offensive and must stop. If the harasser does not stop the behavior or the victim is uncomfortable confronting the harasser, or if the behavior warrants further action in the opinion of the victim, the victim should lodge a complaint with the Grievance Officer.
2. Upon receipt of the written complaint, the sexual harassment Grievance Officer will investigate the matter. The complaint should be as specific as possible, including names, dates, times, places, witnesses, and specific words or actions which were experienced as offensive. In cases involving students, the student's parents will be notified immediately of the complaint, the steps to be followed, and the ways in which they will be involved in the process.

3. All complaints of sexual harassment will be promptly investigated. Depending on the circumstances, the investigation may encompass any or all of the following:
  - The alleged victim may write a letter to the alleged harasser describing the offensive behavior, the circumstances under which it took place, the way the behavior made the victim feel, and requesting that the harasser apologize and promise not to repeat the behavior. The Grievance Officer will then meet with the alleged harasser, hear the harasser's account of the situation, present the victim's letter, and discuss the matter.
  - Where appropriate in the opinion of the Grievance Officer, a meeting will be held between the alleged victim and the alleged harasser to clarify the facts and to attempt to mediate a resolution.
  - The Grievance Officer may interview all parties and witnesses to the alleged harassment
4. In cases of alleged student harassers, the Grievance Officer will determine if these facts constitute harassment. Disciplinary consequences such as detention, suspension, or expulsion consistent with school rules may be implemented. In cases of alleged adult harassers, the Grievance Officer will report the facts of the alleged harassment and will determine if these facts constitute harassment. The Grievance Officer will recommend to the Board of Directors appropriate action, which could include disciplinary action up to and including termination of employment by Choice Schools Associates, LLC.
5. If disciplinary steps are taken, copies of the reports of facts and the written decision will go to the harasser, the personnel file in cases of adult harassers, and to the parents in cases of student harassers. The victim, and his or her parents, if the victim is a student, will also be informed of the determination as to whether harassment occurred.
6. Repeated or extreme forms of harassment, violence, or civil rights infringements will result in a recommendation for expulsion or termination from the Academy.

The Grievance Officer will make complete records of all sexual complaints, facts, steps taken, determinations, and resolutions, and those records will be kept in a central file in the School Leader's office for a period of 60 years.

In addition to the above, if someone believes he/she has been subjected to sexual harassment, he/she may file a formal complaint with either or both of the governing agencies set forth below. The complaint process does not prohibit filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim {EEOC - 180 days; MCAD - 6 months}.

1. The United States Equal Employment Opportunity Commission (EEOC)
2. State of Michigan

## **Student's Rights & Responsibilities**

Children have the right:

- To experience a safe, supportive, and consistent environment
- To use all of the program equipment, materials, and facilities on an equal basis with all of the other children
- To receive respectful treatment
- To experience discipline that is fair and non-punitive
- To receive nurturing care from staff members

Children have the responsibility:

- To be accountable for their actions
- To respect the Academy rules that guide them while at the Academy
- To remain with the group and staff at all times
- To care for materials and equipment properly

## **Abuse and/or Neglect**

Michigan State law rightfully requires the school to report any suspicious or obvious abuse or neglect of a child to the Michigan Department of Human Services. Please be aware that the staff takes this responsibility seriously and will act immediately to meet this reporting requirement of the law.

## **Interrogations & Searches**

The right to inspect students' cubbies, backpacks/book bags, and belongings is inherent in the authority granted to school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, personal property, and school property. More detailed information on interrogations and searches is in the Code of Conduct. In exercise of that authority by school officials, it is incumbent upon them to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the school.

The Academy has legal custody of students during the school day and during the hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials and representatives of other agencies.

Therefore:

- When law enforcement and/or agency officials find it necessary to question students during the school day or periods of extracurricular activities, the school, School Leader or designee will be present when possible
- An extensive effort will be made to contact the student's parent or guardian to ensure that the responsible individual is notified of the situation
- If custody and/or arrest is/are involved, the School Leader will request that the law enforcement officials observe all procedural safeguards, as prescribed by law

### **Student Records**

A parent has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student within 45 days after receipt of the written request, unless the parent or student consents to a delay. The parent and the student have the right to receive copies of any part of the record, although a reasonable fee {\$.25 per page} may be charged for the cost of duplicating the materials. The parent and student may request in writing to have parts of the record interpreted by a qualified professional of the school or a third party if desired at the parents expense.

### **Amendment of Student Records**

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have a right to request that information in the record be amended or deleted. The parent and student have a right to a conference, and the School Leader must render a decision in writing. If the parent and student are not satisfied with the decision, the decision may be appealed to the Board of Directors or the person designated by the Board.

### **Confidentiality of Records**

With few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific informed, written consent of the parent or the student.



## Notification of Rights under FERPA and PPRA

The Family Educational Rights and Privacy Act {FERPA} affords parents and students over eighteen years of age certain rights with respect to the student's educational records. The Academy Leader is responsible for the supervision of student records in the Academy. Each student's records will be kept in a confidential file located in the main office of the Academy. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student, and those authorized by State and Federal law and Board policy/guidelines.

State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for the purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

The Academy may disclose personally identifiable information from the educational records of a student without obtaining prior written consent of the parents or the eligible student to the following:

- 1) Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled
- 2) Authorized representatives of the Federal Government, or State and local educational authorities, such as the Michigan Department of Education. Disclosures under this provision may be made, subject to the requirements of 34 C.F.R. 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs
- 3) In connection with financial aid for which the student has applied or which the student has received
- 4) Organizations conducting studies for, or on behalf of, the school, in order to: develop, validate, or administer predictive tests; administer student aid programs; or improve instruction
- 5) Accrediting organizations to carry out their accrediting functions
- 6) Parents of an eligible student if the student is a dependent for IRS tax purposes
- 7) To comply with a judicial order or lawfully issued subpoena.

- 8) State and local officials or authorities in the juvenile justice system as it pertains to the system's ability to effectively serve, prior to adjudication, the student whose records were released
- 9) Appropriate officials in connection with a health or safety emergency
- 10) Information the school has designated as "directory information," as defined in the "Notice of Directory Information and Opt Out Form" in the back of this handbook, and subject to the restrictions explained below
- 11) An agency caseworker or other representative of a State or local child welfare agency, or tribal organization as defined in Federal law, who has the right to access a student's case plan as determined by the agency or organization, when such agency or organization is legally responsible for the care and protection of the student provided the education records and personally identifiable information will not be unlawfully released to third parties
- 12) To comply with a court order when a parent is a party to a court proceeding involving child abuse and neglect (as defined in section 3 of the Child Abuse Prevention and Treatment Act) or dependency

A parent or adult student has the right to:

- Inspect and review the student's educational records within forty-five (45) days after the School Official receives a written request for access. The School Official will notify the parent or adult student of the time and place where the records can be inspected
- Request the amendment of the student's educational records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the School Official to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record, the parent or adult student will be informed of his/her right to request a hearing
- Consent to disclosures of personally identifiable information contained in the student's educational records, except the extent that Federal and/or State law authorizes disclosure without consent

The Protection of Pupil Rights Amendment {PPRA} requires the Board to notify parents and eligible students and obtain consent to allow parents or eligible students to opt the student out of participating in certain school activities including socio-demographic surveys, analysis, or evaluations. This requirement also applies to the collection, disclosure or use of student information for marketing purposes. The School will provide parents, within a reasonable period prior to the administration of the surveys and activities, notification of the surveys and activities

and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys.

Any parent or student who believes that the Academy has failed to comply with the Family Education Rights and Privacy Act {FERPA} or the Protection of Pupil Rights Amendment {PPRA}, may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520.