

Ivywood Classical Academy
Family Handbook
2025–2026



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<https://ivywoodclassicalacademy.com>

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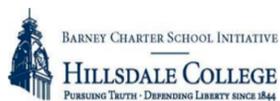


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INTRODUCTION

Mission

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

Virtues

Our core virtues empower students with the knowledge, skills, attitudes, and opportunities to become responsible members of the home, school, and community. The seven core virtues are:

- *Courage: I will choose rightly in the face of fear or temptation.*
- *Respect: I will honor everything according to its nature.*
- *Excellence: I will do my best to develop intellectual and moral virtue.*
- *Integrity: I will think and act consistent with right beliefs and values.*
- *Humility: I will properly assess my thoughts and actions while selflessly serving others.*
- *Self-Government: I will exercise mastery over my thoughts and actions.*
- *Wonder: I will seek to understand with an open mind and with an amazement of the world around me.*

Affiliation with Hillsdale College

The Hillsdale K-12 Education Office is a project of Hillsdale College devoted to the education of young Americans. Through this office and its initiatives, the College supports the launch of K-12 classical schools that will train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

It is Ivywood's belief that American K-12 education, to be successful and good, must be built on a foundation of classical liberal arts learning—the kind of learning best suited to a free society and most needed for its preservation. The work of Hillsdale K-12 Education is an important step in that direction.

To advance the founding of classical charter schools, Hillsdale College works with select school-founding groups of local citizens who care deeply about education, who plan to apply for a charter, and who prove themselves capable of starting and governing a school. When a founding group's interests and abilities are a good match, Hillsdale will assist in creating and implementing the school's academic program, providing the curriculum design and teacher training. This support, along with guidance on the shaping of a vibrant and ennobling school culture, will provide the foundation for these new schools to promote a liberal and civic education in America's public schools.

Ivywood is a Hillsdale College Member School, a relationship that offers our school ongoing access to curriculum, training, and resources. For more information on Hillsdale K-12 Education, visit k12.hillsdale.edu.

SECTION I: SCHOOL LIFE AND DECORUM

School Hours

School Hours: Monday-Thursday 8:10 am – 3:10 pm; Friday 8:10 am – 1:10 pm

Front Office: Monday-Friday 7:30 am – 3:30 pm

Closed weekends and during school holidays

Summer Office Hours: Tuesday-Thursday 9:00 am – 1:00 pm

Phone: 248.207.1757

Email: ivywoodclassicalacademy@choiceschools.com

Student Drop-Off and Pick-Up



Note that classes at Ivywood begin promptly at 8:10 am. It is recommended that students arrive no later than 8:05 am to ensure they are in class at the start of school.

- *Option #1: Park and Drop Off:* Parents may park and escort their children to the front door or side door (indicated by the yellow dots on the map above) using the designated crosswalks starting at 7:50 am.
- *Option #2: Utilize the Car Loop between 7:50-8:05 am:* Please enter through the first driveway and follow the loop around the building (indicated by the red line on the map above). Staff will direct you once you pull to the front of the building. Once stopped in the unloading zone, students may exit the car using the driver's side only. If your child needs assistance or cannot exit the driver's side, you cannot use this option.

Please note that the drop off window M-F is 7:50-8:10 am, and the drop off loop will end promptly at 8:05. The main doors close and lock promptly at 8:10, and any students not *in class* at 8:10 will be tardy.

Ivywood utilizes a staggered dismissal. Families scheduled to pick up starting at 3:20 pm; please do not enter the parking lot until 3:20 pm. Please adhere to the dismissal schedule below:

Last Names	Monday-Thursday Dismissal Times
A-K (orange ID Code)	3:10-3:20
L-Z (blue ID Code)	3:20-3:30

Last Names	Friday Dismissal Times
A-K (orange ID Code)	1:10-1:20
L-Z (blue ID Code)	1:20-1:30

Last Names	First & Last Day of School Dismissal Times
A-K (orange ID Code)	12:10-12:20
L-Z (blue ID Code)	12:20-12:30

- All K-5th grade parents must park and enter through the main entrance.
 - 6th grade: optional automatic release with permission form.
 - 7th-10th grade: all upper school students will be released at dismissal.

Entrance will not be granted at the side doors. All designated pick-up people must present their ICA identification barcode to an ICA employee prior to gaining entrance to the building. If you do not have an ICA identification card to present, you must present your driver's license or access will be denied. All families must exit from the east or west side entrances; families will not be permitted to exit through the main entrance. Semester two (beginning in February), last names L-Z will be granted access first and last names A-K will be granted access second. A reminder will come out closer to semester two. And if you come early, you will not be granted access until it is your scheduled time.

Late Pick-Up Policy

Late Pick-Up will apply after 3:30 pm Monday-Thursday and after 1:30 pm on Fridays. This policy also covers picking up students participating in afterschool activities and clubs and will apply within 5 minutes of the scheduled release for that activity or club. Failure to comply with this policy may result in removing the student from the activity or club without refund.

- 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. Police will be contacted.

Unpaid fines may result in the following: field trip permissions suspended, PowerSchool account locked, progress reports and report cards held in the office.

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

Before Care Hours	7:00am-8:00am
After Care Hours	3:10-6:00pm (Fridays: 1:10-6:00pm)

Attendance

Classical education is highly interactive and requires consistent and punctual attendance. Because the classical approach relies heavily on classroom discussion among students and teachers, most work done in class cannot be made up if a student is absent. For this reason, parents should exercise prudence and make every reasonable effort to ensure that students are on time, do not miss class, including restricting trips to the allotted breaks.

Parents must alert their student's teachers and the front office for every day a child is to be away from school. To notify teachers, please email your student's teachers directly. To notify the front office, please call: 248.207.1757. Please include your child's name and the reason for his or her absence. Parents must make us aware of the child's absence before 8:10 am on the day of the absence otherwise the absence will be coded as unexcused.

Absences

Planned absence during the school term is highly discouraged. We discourage doctors' and other appointments during the school day when avoidable.

Students must attend 90% of a class (i.e., 18 total absences) in order to receive credit for that class. This threshold includes both excused and unexcused absences. If a student is not physically present in class, regardless of the reason, the student's total attendance percentage is reduced. Students who do not attend 90% of a class are in danger of failing the class because of absences and will be referred to school leadership.

When a student accumulates 8 absences, school leadership will send a letter home to the student's parents notifying them of the accrued absences. At 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 (i.e., 18 absences), tardy, or checked out early may also 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.

Excused Absences

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.

Ivywood recognizes the individual nature of extended excused absences including, but not limited to, such situations as acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the headmaster or their designee of the general expectation of the faculty related to the completion of assignments and, as applicable, to the student's status for promotion to the next grade.

Absences are unexcused when parents do not follow the procedure to excuse absences noted above, when a student is unaccounted for, or if a student does not make a reasonable effort to come to school on time. Such absences are liable to disciplinary action, up to and including suspension.

College Visit Absence Requests

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all coursework.
- The student must meet the 90% attendance rule.
- The student cannot have any disciplinary issues.

Students must submit a "College Visit Absence Request Form" to the office at least two days prior to the day requested for a college visit.

Make-Up Work

Excepting major assignments, students returning from an excused absence will have two additional days for each absent day to make up work that was due during or immediately after the absence. For example, if a student has an excused absence on Monday, then he has until Wednesday to turn in any work due on Monday or Tuesday; if a student has an excused absence on Thursday and Friday, then work due on Thursday, Friday, or Monday is not due until Thursday of the following week.

The extra time is intended to allow students to catch up on any missed notes or lessons prior to turning in related material. Students are responsible for retrieving notes and assignments for themselves, preferably from a classmate, and are expected to be respectful of their teacher's time.

An absence on the date of a major assignment, such as a test or major paper, will not extend the deadline of that assignment if the student is absent only on that day. In cases of a single-day excused absence, the student must complete the assignment the day of his or her return. In cases of a multi-day absence, teachers will work with students to determine an appropriate deadline for major projects and a makeup time for tests.

Teachers may supply work ahead of time for anticipated extended absences but are not required to do so (including for suspensions). The ultimate responsibility lies with the student and their family to communicate with teachers, secure, and complete missed work for times of absence.

Tardiness/Early Release

Each tardy or early release prevents students from engaging their classes appropriately. In order to get the most from class, students must begin and end on time. Tardiness refers to any occasion in which a student arrives after the start of school or after the start time of any given class. Early release refers to any occasion in which a student leaves before the official end of school—with the exception of students directly participating in school-related activities.

Ten (10) tardies or early releases make one absence. These may be excused, but the total number does count against the 90% attendance record necessary for receiving credit in a class.

In order for a tardy or early release to be excused, it must follow the guidelines for an excused absence or be reasonably grounded, e.g., student was with another teacher. For an excused tardy, the front office should be notified before the start of school on the day of the tardy. Students who are habitually tardy will be referred to the School Leader for potential disciplinary action.

Releasing a Student from School

Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult. In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the students. Students may only leave the activity or event with their own parent unless prior written authorization is given to the teacher or sponsor.

Uniform and Personal Appearance

A school uniform is crucial to a successful classical school, accomplishing three key goals. First, it diminishes the burden of thinking about clothing and fashion that can become all-encompassing for many students. This removes distractions in the classroom and redoubles focus on the task at hand. Second, it helps students take school more seriously by acknowledging that, through dress, we respect fellow classmates, teachers, and the common enterprise of education. Third, it develops school identity and pride. All students are therefore expected to adhere to the school uniform policy.

When questions about particular aspects of the uniform arise, the student is expected to follow the general and leading spirit of the policy, which is to diminish distractions, show respect, and elevate the tenor of the school.

Students must be in uniform in order to attend class. Students not in uniform will receive a written uniform violation. These violations will be tracked by the front office and, if a student accrues three violations, they will serve a detention. The office will also keep a limited inventory of basic uniform items that a student may be permitted to wear in order to meet uniform requirements and return to class. Loaned items will be carefully tracked and must be returned in clean, like-new condition. In the event that the office does not have appropriate uniform items for a student out of uniform, the student must call a parent or guardian to bring acceptable attire.

The uniform and dress code policy is that students will dress according to the mandatory and optional items listed on the Board-approved uniform policy for boys and girls, respectively, plus the following series of directives. Basic details for the school uniform, including ordering information, can be found on the Ivywood website. Uniforms may be directly purchased at the Ivywood Classical Academy Lands' End store here: <https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900190638>

Additional Uniform Provisions

- Students may wear their own outerwear (coats, sweaters, vests) to school and on the playground. If a student is cold in the classroom, he or she should wear one of the long sleeve uniform items.
- All students must be in uniform at all times. No other clothing other than uniform tops and bottoms are permitted. No outside tops, jeans, or bottoms are permitted in the building. And all students must follow spirit wear guidelines on Fridays.
- All shirts must be tucked in.
- Skirts and shorts shall fall no higher than 2 inches above the knee as measured when the student is standing.
- Girls must wear gym shorts or compression shorts underneath their skirt, so long as these are not visible when the student is standing.
- Students may use any backpack as long as it is clean and tasteful.
- Hair must be clean and neat. Only natural hair colors are allowed. No unusual or radical hairstyles. Hair accessories must be uniform colors (light or dark blue, khaki, or white). Novelty hair items are not allowed.
- All girls' and boys' polo shirts may have the top button unbuttoned. All other buttons must be buttoned.

- Modest jewelry is allowed. Any questions concerning modesty will be evaluated by the School leader. An object that has a purpose other than jewelry cannot be worn as jewelry. Students may wear no more than two necklaces at one time. Students are permitted a maximum of two earrings per ear on the earlobe, and earrings must not be larger than a quarter. No stretched piercings or holes may be visible.
- Tattoos must be covered at all times.
- Makeup and nail polish must look natural. Colors such as black, yellow, rainbow, etc., are not acceptable.
- Hats and sunglasses are not to be worn in the building. Hats include visors and bandanas. Religious headgear is permitted when worn for religious purposes.
- Non-marking tennis shoes are required for P.E. class and/or sports in the gym.
- Shoes must be black or brown, and must be closed-toed, closed-heeled dress shoes; boots, sandals, moccasins, Crocs, and slippers are not permitted. Socks must be white, navy, black, or brown. Shoelaces must be a solid, matching color.
- Good personal hygiene is required at all times. This includes wearing neat, clean clothing. Strong/offensive body odors are inappropriate. Clothes may not be ripped or torn. Boys should be clean-shaven and sideburns should not extend lower than the earlobe.
- The use of perfumes, oils, and body sprays by students should not inhibit the learning environment and smells should not be detectable in the course of a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and cause a disruption to the learning environment. Should this occur, students will be excused to the front office to call home.
- Should a student require reasonable uniform alterations based on religion, disability, or medical condition, please contact administration.
- All school-sponsored events, including after school and weekends, are subject to school uniform policy.

Uniforms and Financial Assistance

Ivywood will not allow financial need to limit access to the School, and this includes access to uniforms. At minimum, the School will fund one complete uniform set for children whose families qualify for financial assistance.

Lost and Found

Students are responsible for retrieving their misplaced items from the Lost and Found. Due to limited space, all unclaimed items will automatically be donated to either Goodwill or the school uniform closet at the end of each month.

Toileting

All students of Ivywood must be independent in toileting. On occasion students may have accidents. When an accident occurs, it is the responsibility of the parent to assist the child and to provide clean clothing. If there are repeated accidents, a meeting with the parents, the School Leader, and the school nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

Discipline

Virtues and General Expectations for Behavior

At Ivywood, we seek virtue in all its forms, and we focus specifically on the virtues of courage, respect, excellence, integrity, humility, self-government, and wonder. We hope that regular recurrence to these virtues in our learning, social interactions, and discipline will help students learn self-governance and strive toward excellence in all areas of life.

The emphasis on virtue at Ivywood is not primarily intended as a discipline policy: we aspire to excellence for its own sake, because it is good, and because we are made better as we aspire to it. We have bound our commitment to virtue into an Honor Code that we ask our families and students to sign as a common pledge.

Honor Code

The Ivywood Honor Code: An Ivywood student is honest in word and deed, dutiful in study and service, and respectful and kind to others. The student aspires to courage, respect, excellence, integrity, humility, self-government, and wonder.

At the end of the Family Handbook is a separate page with the honor code and a place for parents and students to sign as a pledge of acceptance and agreement. At least one parent from each family is required to sign the pledge. All students in grades 5-12 are also required to sign it.

The Purpose of Discipline

The main purpose of all discipline is to teach moral and intellectual virtue. Self-discipline arises from a desire for virtue, and without that desire, a student will falter when laws and rules are silent.

A secondary purpose is to foster an orderly and disciplined environment in which all students can learn and develop friendships. Order and discipline are the foundation for a thriving school culture.

Any departure from proper decorum is liable to disciplinary action. Because 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.

Disciplinary Action

Disciplinary action ranges from verbal warnings to suspension and expulsion, and will be used to promote both a student's self-discipline and an orderly environment for all. Even when more serious discipline like a suspension is necessary, the purpose is not to punish but to educate.

When a student acts in violation of school rules, directions given by a teacher or administrator, or the Ivywood Honor Code, the school has implemented three levels of consequences:

1. *In-class behavior protocols*: These include the various mechanisms that teachers use for correcting and habituating student behavior, and they vary considerably based upon the

class and the age of the students. This level of discipline will be managed by teachers and supported by administrators.

2. *Student Behavior Referrals (or Pink Slips)*: When student misbehavior rises to the level where parents should be notified, a student will receive a Pink Slip from a teacher or administrator. The consequences of a Pink Slip can include, but are not limited to, lunch detention or after-school detention. Pink Slips are accumulative, and five are treated as equal to a Blue Slip.
3. *Blue Slips*: Blue Slips are reserved for serious offenses for which parents should be notified and which, if repeated or allowed to continue, will result in the suspension or expulsion of the student. Blue Slips are usually given out by the School Leader or the assistant head of school. Severe offenses may be met with immediate consequences.

Consequences for misbehavior are correlated to the above levels of tracking/notification, but they will be tailored to the student and behavior in question. The point is to educate and improve students with an eye towards justice, not to tie every offense to a formulaic consequence.

In-class behavior protocols are generally informal tracking systems whose consequences may include poor participation grades and/or small assignments meant to correct student behavior. Pink Slips will be sent home to be signed by parents. The consequences for a Pink Slip will generally extend beyond the classroom to include something like lunch detention, after school detention, or a special assignment. The consequences for a Blue Slip are explained below.

Teachers have the authority to remove disruptive students from the classroom. A behavior plan shall be developed after the second removal from class.

Blue Slips

For consistent and/or more serious disruptions, the student will be sent to the Office and will receive a Blue Slip. Blue Slips accumulate over the course of the school year, and a student's total will not reset until the end of the spring semester. Receiving a Blue Slip indicates that a student's behavior is a serious problem, and earning repeated Blue Slips will result in more serious consequences each time. It is our hope that the consequences for receiving a Blue Slip will encourage students to display good character and act in accordance with the school's mission.

- *1st Blue Slip*: Student is sent to the office and parents are notified. Student may receive detention. If the infraction is serious, a student may be suspended.
- *2nd Blue Slip*: Student is sent to the office and parents are notified. Student may receive detention. If the infraction is serious, a student may be suspended. The student's parent(s) will meet with school administration to discuss the student's behavior. The purposes of this meeting are to exchange accurate information about the student and to determine how the school-parent partnership can best work to reform the student's behavior.
- *3rd Blue Slip*: Student is sent to the office and parents are notified. Student goes home at least for the rest of the day. If the infraction is serious, a student may be suspended for more than the rest of the day.

Upon the student's return, a parent should attend a re-entry meeting with school leadership.

- *4th Blue Slip*: Student is sent to the office, calls home, and goes home. If the infraction is serious, a student may be suspended for more than the rest of the day. The administration will consider expulsion as a fitting consequence.

A two-day suspension will be given for every disciplinary referral over four. When a student is issued over four referrals he or she will be considered a habitually disruptive student by Ivywood. If a student is issued four or more disciplinary referrals, Ivywood administration may request that the student be expelled.

Detention

Students may receive detention as a consequence of misbehavior tracked by either a Pink Slip or a Blue Slip. Detention will typically occur before or after school, or during lunch. During lunch detention, students will eat their lunches quietly. Students will not be permitted to do homework during this time and will be assigned other appropriate tasks.

Detention takes precedence over any extracurricular activity. Students who miss detention will need to make it up and serve another detention, and they may also receive a Blue Slip. Repeatedly missing detention may result in Blue Slips and/or suspension.

Notifying Parents

The School will notify parents of discipline problems that escalate to the level of a Pink Slip or a Blue Slip. The school may also notify parents of lesser infractions, especially in cases involving a recurring problem. When a student is removed from the class for being disruptive, the school shall contact the parent(s) or legal guardian(s) as soon as possible to request his, her, or their attendance at a conference, which conference will include the student.

Restraint

If a student is disruptive to the point where he, she, or others are in danger, school faculty and personnel who have been appropriately trained are authorized to use restraint or seclusion pursuant to Michigan state law and Board Policy 5630.01. The school shall contact the parent(s) or legal guardian(s) as soon as possible after physical restraint or seclusion is used.

Long-Term Suspension and Expulsion

Long-term suspension of more than ten days and expulsion occur when the Board of Directors terminates the student's rights and privileges to attend school, including extra-curricular and co-curricular activities. Long-term suspension is for a specific period of time, while expulsion is for an indefinite period of time. All reinstatement, long-term suspension, and expulsion processes are outlined in Board Policy 5610.

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.

Drug and Alcohol Use

The use, manufacture, possession, distribution, or dispensation of alcoholic liquor or the illegal use, manufacture, possession, distribution or dispensation of drugs or drug paraphernalia is strictly prohibited on school property, on school provided transportation, or at school-sponsored events. Ivywood shall maintain a drug-free environment at all times and the School Leader shall establish a drug-free awareness program consistent with this policy and all applicable law.

Students found in possession of alcohol or illegal drugs (including drug paraphernalia), or found to be under the influence of such substances, shall be subject to discipline up to and including 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.

Bullying

Bullying and cyberbullying are strictly prohibited at school. "At school" is defined as on school premises, in a school-related vehicle, at school-sponsored events, or using telecommunications access devices or a telecommunications service provider under control or ownership of Ivywood. Bullying and cyberbullying that do not occur at school but cause a substantial disruption to the educational environment may be subject to disciplinary action according to Board Policy 5517.01. Parents and students are encouraged to read this Board Policy and understand that it is based upon law. Students should not only refrain from bullying activities but also report incidents that they observe at school. Employees are likewise required to report bullying behavior to the school leader.

Bullying means any written, verbal, or physical act, or any electronic communication, including but not limited to, cyberbullying that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Cyberbullying means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly. Any reference to bullying includes cyberbullying.

Public Displays of Affection

Public displays of affection are not allowed on campus and during school-related activities, and are liable to disciplinary consequences.

Electronic Devices

Electronic devices must be powered off and may not be used during the academic school day, including drop-off and pick-up, without express staff permission. Students may not keep electronic devices on their person during the academic school day. If a student must bring a cell phone or other electronic device to school, he or she must keep it in their backpack for the entire

day including during recess, lunch, passing periods, and study halls. Such devices include but are not limited to laptops, portable audio devices, head/earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices and at the school leader's discretion.

A student's first offense of using a phone or other electronic device during the day will result in device confiscation until the end of the day. A student's second offense will result in device prohibition from the school entirely or else (due to necessity) having their phone checked-in with the headmaster at the beginning of school everyday. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched. Ivywood is not responsible for the damage, loss, or theft of these items.

Cubbies

Ivywood provides cubbies (as available) for students in 7th grade and higher. The cubbies are school property. Students who damage their cubbies will be required to pay \$15 for its replacement. Ivywood has the authority to search cubbies when deemed necessary.

Ivywood is not responsible for lost or stolen items. Valuables such as tablets, iPods, compact discs, and video games are not to be brought to school. Problems with cubbies should be reported to school administration.

Students must observe the following rules:

- Students are not allowed to decorate the inside of their cubbies with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by administration.
- Cubbies must be kept neat and orderly at all times and will be checked each semester.
- Cubbies must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items left outside of cubbies or on the floor may be removed or disposed of.
- Students may not decorate the outside of their cubbies. A student may be assessed a fine or asked to clean a cubby that becomes dirty or damaged because of his or her use of it.

Lunch and Snacks

School Meals and Lunchtime

Lunchtime provides an opportunity to relax, play, and restore the body and mind. Students must talk quietly and behave calmly during lunch. Ivywood is a nut-free facility.

Snacks

We understand that young students require snacks to keep them going during the day, and teachers in Grades K-2 will set aside a time in the morning during which students can enjoy a quick bite to eat. Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that students bring things that can be

eaten without utensils and without creating a mess.

With the exception of water bottles and K-2 snacks, food and drink are not permitted in the classrooms or libraries. Upper School students may eat a quick snack between classes in the hallways as long as they bring food that can be eaten without utensils and without creating a mess. Students may not chew gum.

Birthday Celebrations

If you would like to celebrate your student's birthday in class, please coordinate with the classroom teacher several days in advance. We strongly recommend sending in non-food items. Our students' academic days are carefully scheduled, and we cannot accommodate last-minute celebrations.

Medication and Medical Care

Administration of Medication

Ivywood is committed to the health and safety of its students. Medication and/or medical procedures required by students should be administered by a parent/legal guardian at home. Under exceptional circumstances, prescribed medication and/or medical health-related procedures may be administered by the School leader, his/her designee, the school nurse, or self-administered by the student per written physician's orders and written parent/guardian authorization. The parent/guardian must complete and sign the Administration of Medication/Medical Procedure form to acknowledge that the school assumes no responsibility for medications or procedures that are self-administered. Office staff will make this form available to parents/guardians. Students may not bring any medication to school. This includes cough drops, pain medication, etc.

School nurses or other employees may administer auto-injectable epinephrine to students upon the occurrence of an actual or perceived anaphylactic adverse (allergic) reaction by the student, whether or not such student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer auto-injectable epinephrine to a student in such circumstances shall be immune from civil liability, pursuant to Michigan statute.

Student Medical Records

Student health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by the office manager and any appropriate, designated staff (such as the nurse) and will only be released to service providers as allowed and dictated by district and state regulations.

Immunizations

State law and the local County Immunization Code requires all students entering Ivywood 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 Ivywood 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.

Medical Operations

Ivywood will:

- Participate in workshops, in-services and/or training offered by the State of Michigan regarding student health.
- Use Michigan forms for health services.
- Require part-time nurses and volunteers to have completed training in CPR/first aid, diabetic education, medication administration, and AED training, as required.

Parents will be informed when a student reports to the office with a fever or has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a temperature of 100°F or higher will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Students who are sent home with a fever or vomiting may only return to school when they have been fever- or vomit-free for 24 consecutive hours.

Medical Records and Enrollment

In order to complete the enrollment process, parents shall submit all required immunization records and health forms.

Parent/Guardian Obligations

Parents shall, at all times, ensure that the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated.

It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school.

Food Allergies

Ivywood is a nut-free school.

Sick Students

Sick children should not be in school. Any child who has a fever or is contagious (e.g., with pink eye, strep, the flu, etc.) should be kept home. Before a student may return to school, fevers must resolve and the student must be symptom-free without medication for 24 hours.

Lice Policy

Lice is an extremely contagious issue that can easily spread through a school. Children suspected

of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the clinic. Should lice be found, siblings may be checked as well. Children suspected of having head lice may not attend school. Parents will be notified of the situation and asked to pick up their child. Ivywood's policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Students will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, Ivywood will provide missed work within 24 hours for the student to complete.

Extracurricular Activities

We encourage students to participate in as many extra-curricular activities as they can reasonably manage, knowing that academics comes first. In order to participate in Ivywood extra-curricular activities, each student must have a passing grade in all current classes/subject areas. 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 remain in good academic standing, and to display Ivywood's core virtues as ambassadors for the school.

Extracurricular activities may charge a participation fee and athletic events may charge an attendance fee for spectators. These funds will be used to pay for uniforms, equipment, instruments, 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.

Clubs

The school will sponsor a number of student clubs that enhance the curriculum of the school and are in keeping with the school's mission. The school will not sponsor clubs that are open to only part of the student body, including clubs for students with particular religious or political views.

All clubs must be approved by the School Leader and have an active faculty sponsor.

Special Events

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the School Leader a minimum of 3 weeks prior to its scheduled date. Approval for one year does not carry over to the next.

The school will host various social events, including dances, in the course of a regular school year. Students are expected to follow school rules and the Honor Code at these events, and attending students are subject to school disciplinary procedures. Eligibility to attend these events is based upon the same guidance given for all extracurricular activities, though the School Leader may make specific exceptions.

Student Publications

Student publications must uphold Ivywood's mission, philosophy, core virtues, and policies. The

purpose of such publications is to inform the Ivywood community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted, subject to prior review by the school leader. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The School Leader acts as the final editor in all cases.

Volunteers

Ivywood rests on a partnership between the school and families who choose to enroll their students. Volunteering is a crucial element in that partnership. Ivywood relies on volunteers during carline, at lunch and recess, in the classroom, and in other events sponsored by the school.

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 with clubs, chaperone activities, and assist the school in developing a culture of respect and responsibility.

Volunteer Background Checks

If an adult plans to volunteer with students (such as coaching, field trip chaperones, student tutoring, etc.) the individual must complete a volunteer registration form. If the adult will be responsible for student supervision, the parent must go through an additional background check, the cost of which the parent is responsible for paying. The school conducts the complete background check to ensure the individual is clear of anything in their past which would prevent them from working with children.

Volunteer Confidentiality

Volunteers may 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 faculty members involved or the School Leader. The matter may also be brought to the attention of the Board of Directors by following the grievance policy explained in this manual. Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue when students are present.

If a volunteer disregards the confidentiality policy, the privilege of volunteering may be revoked.

Visitors

Sign-In

Ivywood has a mandatory sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:30am and 4:00pm must first report to the school office, and will be required to furnish a U.S. federal or state-issued photo ID. The visitor's information

will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.

Visitors must check in with the front office and provide identification each time they visit the school, not just the first. A visitor badge will be issued to the visitor and displayed conspicuously during the visit.

In the unlikely event that a registered sex offender attempts to gain access to the school, the authorities will be notified immediately. If a person who is a registered sex offender is visiting the school because he or she has a child enrolled at Ivywood, that person will be supervised by school staff at all times during a school visit and will not have access to children without direct supervision.

Parent Visits

Classrooms, the lunchroom, and the recess areas are closed to parents during the school day except school volunteers or parents who have scheduled a formal observation.

During the school day, it may be necessary for a parent to drop off lunch or a forgotten item. Parents making deliveries should stop by the front office, and in the event of dropping off a lunch, do so prior to their student's scheduled lunch time. One of the office staff members will be happy to deliver the item. Ivywood does not permit food delivery services on the premises.

All of our teachers welcome parent/teacher conferences as long as they are scheduled in advance and on their calendar. To schedule a meeting with a teacher, please contact him or her via email.

Inclement Weather

When weather threatens a school closing, you may answer the school robocall, tune into one of the local news stations, or check your email to find out if Ivywood will be closing. Please stay informed of the weather conditions and do not bring your child to school unnecessarily. If the school is closed there will not be a school employee on campus.

Withdrawals

We are always sorry to have a student move from Ivywood. To facilitate withdrawal of students from our school, we ask that parents advise the school office of an intended withdrawal three days prior to leaving. A parent is required to meet with the Registrar to sign the withdrawal paperwork prior to the student's departure. This will provide adequate time for contacting teachers, closing the student's records, and preparing transfer documents. All charges, fines, and fees must be paid prior to withdrawal, and textbooks must be returned.

SECTION II: ACADEMIC POLICIES

Curriculum Introduction

The curriculum of Ivywood is based on the curriculum scope and sequence offered by the Barney Charter School Initiative of Hillsdale College. This curriculum is used throughout the network of

BCSI-affiliated schools, of which Ivywood is an affiliate. While Ivywood has and will continue to make curricular adjustments in order to reflect local circumstances and requirements, our School has committed to embrace and uphold the following key characteristics:

1. The centrality of the Western tradition in the study of history, literature, philosophy, and fine arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
4. The teaching of Latin;
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
6. A culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
8. A faculty where well-educated and articulate teachers convey real knowledge using traditional teaching methods rather than “student-centered learning” methods;
9. The effective use of technology without diminishing the faculty leadership that is crucial to academic achievement; and
10. A plan to serve grades K through 12.

Homework

Homework is an important part of a classical education. Students who do not actively and consistently contribute to their own education, both in class and at home, will fall behind and sell themselves short. Homework takes place in the home, with all of the distractions that come with it. We encourage parents to provide a calm, quiet place for their children to complete their work. Television, music, movies, and video games seldom contribute to real learning, and we suggest that these be restricted while students are studying. At best this will extend homework time beyond what one would typically need and at worst will hinder real learning.

Every student will have at least some homework every day. Students in grades K-6 should spend 20 to 30 minutes every evening reading, whether or not reading homework is assigned. We encourage you to choose a book to read as a family, and make a little progress on it every night.

As a general rule, a student can expect 10 minutes of homework per grade level plus additional time for reading. So, a 1st grader will have approximately 10 minutes of homework per night (plus reading time) and a 6th grader will have approximately 60 minutes, or one hour. In the Upper School, students can expect to have 1.5 to 2 hours of homework per night plus reading time of 30-60 minutes.

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

Late Homework

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to 7 days. Homework will not be sent home nor will credit be awarded for any work done during periods of unexcused absence.

For grades 3 and above, homework submitted one day late will receive up to 50% credit. Homework submitted two or more days late will receive no credit. In grades K-2, late homework will be treated as an in-class discipline issue, and students may be required to serve lunchtime or recess detention in order to complete assignments.

Grading

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. Ivywood will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

For all grades, K-12, the following grading scale is used:

<i>Grade</i>	<i>Grading Scale</i>	<i>GPA</i>
A	93-100%	4.0
A-	92-90%	3.7
B+	89-87%	3.3
B	86-83%	3.0
B-	82-80%	2.7
C+	79-77%	2.3
C	76-73%	2.0
C-	72-70%	1.7
D+	69-67%	1.3
D	66-63%	1.0
D-	62-60%	0.7
F	59-0%	0.0

Students will receive progress reports every 4.5 weeks and report cards every 9 weeks. A semester grade for a class is the average (rounded to a tenth) of the numeric grades (percentages) from the two quarters in that semester.

In order to calculate a GPA, numeric grades are converted into points based on the grading scales

above. Points are awarded for each class at the end of a semester. The semester GPA is calculated by totaling those points and averaging them by the number of classes taken that semester. A final GPA is determined by adding all the points from each semester and averaging them. GPAs are rounded to a hundredth.

Students completing high school level courses in grade levels 6th-8th are awarded high school credit. The final semester grades and credits are reported on the student's transcript, however, any high school level courses completed in grade levels 6th-8th grade will not be factored into a student's cumulative GPA.

Because weighting procedures and level of rigor vary greatly from institution to institution, the final GPA reported on the transcript is based on courses taken at Ivywood only. Courses and final grades earned outside of Ivywood are listed on the transcript. For college applications, students may choose to provide a transcript from their previous high school if they believe it will strengthen their application.

Assessments

Student grades will be constituted by a range of formative and summative assessments.

Formative assessments should focus on forming the student's knowledge, and may include assessments such as quizzes, homework, bellwork, participation, classwork, note or binder checks, study logs, etc. Students will be required to complete at least 18 formative assessments per quarter and per subject (around 2 per week), and formative assessments will constitute 40% of a student's overall grade in the upper school and 60% in the lower school. Students can expect graded formative assessments returned within 48 hours of their due date.

Summative assessments should focus on summarizing student learning, and may include assessments such as tests, papers, projects, recitations, translations, lab reports, writing assignments, etc. Students will be required to complete at least 3 summative assessments per quarter per subject, and summative assessments will constitute 60% of a student's overall grade in the upper school and 40% in the lower school. Students can expect graded summative assessments within 5 days of their due date.

If a student scores below a 60% on a summative assessment, they will be required to submit corrections. The maximum grade on that summative assessment after corrections is 60%.

Ivywood does not allow any extra credit assignments or opportunities.

Reporting Student Progress

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the school will inform parents of their math placement student's academic progress in the following ways:

- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Progress reports will be available at the midpoint of the quarter (4.5 weeks) and sent home if a student has earned a D in two or more classes, or earned an F in one or more

classes. In such cases, a student will be ineligible for extracurricular activities.

- Report cards will be mailed or sent home quarterly (9 weeks).
- Once a semester, parent-teacher conferences will occur to discuss the student's academic progress.
- Parents have the ability to review student progress via online access to Ivywood's teachers' grade books.

In general, grades will be posted within seven business days after the due date unless otherwise notified by the teacher on the syllabus. Written assignments in the Upper School and labs may take longer to grade due to the kind and amount of feedback. Parents are able to monitor missing assignments online. Parents are encouraged to notify the teacher and the School Leader if there is no assignment/grade information for a particular academic subject or course.

Teacher Conferences

Parent teacher conferences happen at the end of the first and third quarters. At the end of the second and fourth quarters teachers provide comments on students' report cards as needed. During the school year, a parent/teacher conference may be scheduled at any time a parent or the teacher thinks one is necessary. To schedule a conference with a teacher, please contact him or her via email.

Student Placement

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. Ivywood will respect the promotion and retention decisions from the school from which a student transfers.

High school transfer students will be placed based upon their state-recognized credit hours; however, transfer students may require additional time in order to meet NMCA's graduation requirements.

Promotion and Retention

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory

progress in the next higher grade. In certain cases—especially the academic cases detailed below—school administration may recommend or require that a student be retained.

Kindergarten-6th Grade

A student will be considered for promotion only if he or she can read just above grade level and is competent in the other core subjects (English, Math, History, Science, and in sixth grade, Latin). Students in Kindergarten through second grade must achieve minimum levels of mastery

with the English phonograms taught in the Ivywood phonics and literacy curriculum. Students who fail end of course exams in reading or math may be retained.

7th-12th Grade

A student must attain a 1.7 GPA (C- or higher) in the core subjects (English, Math, History, Science) to pass to the next grade. If a student does not earn a 60% or above in any semester of a high school credit course (Algebra I, Geometry, Algebra II, Latin I-III), then the student must retake the course in order to receive credit.

Students who fail end of course exams in reading or math may be retained.

Students must earn an average grade of 60% or above in both semesters to earn full credit for a high school credit-eligible course. In cases where a student fails a state-required end-of-course assessment, the student may be required to retake the course. Students can either retake courses the following year if the schedule allows or earn credit through another suitable program approved in advance by the school leader.

Grade level classification of students is composed of two requirements: (1) Units of credit for each grade; and (2) Sequence of courses for each grade and prerequisites for each course.

Grade level classification is based on these units of credit earned:

- Sophomore: 6 units of credit.
- Junior: 12 units of credit.
- Senior: 18 units of credit.

High School Graduation Requirements

 Ivywood Classical Academy Graduation Requirements <small>(0.5) credit = 1 semester (1.0) credit = 2 semesters, year-long class * indicates a core course</small>		
Discipline	Ivywood Classical Academy	MI Merit
Literature *Ancient Literature (1.0 credit), *Medieval & British Literature (1.0 credit), *American Literature (1.0 credit), *Modern Literature (1.0 credit)	4.0	4.0
History *Western Civilization I (1.0 credit), *Western Civilization II (1.0 credit), *American History (1.0 credit), *Modern European History (1.0 credit)	4.0	3.0
Mathematics In addition to meeting the (4.0) credit graduation requirement, students must successfully complete *Geometry (1.0 credit) and *Algebra II (1.0 credit)	4.0	4.0
Science In addition to meeting the (4.0) credit graduation requirement, students must successfully complete *Biology I (1.0 credit), *Chemistry I (1.0 credit), and *Physics I (1.0 credit)	4.0	3.0
Government American Government (1.0 credit)	1.0	0.5
Economics Economics (0.5 credit)	0.5	-
Foreign Language (3.0) credits of a Foreign Language. (1.0) credit of the (3.0) is required to be in Latin.	3.0	2.0
Composition and Rhetoric Composition (0.5 credit) and Rhetoric (0.5 credit)	1.0	-
Moral Philosophy Introduction to Moral Philosophy (0.5 credits) Moral and Political Philosophy I (1.0 credits)	1.5	-
Fine Arts (2.0) credits of Fine Arts. (0.5) credit of the (2.0) is required to be in *Music	2.0	1.0
Physical Education & Health	1.0	1.0
Electives (0.5 credit required in Personal Finance)	2.0	0.5
Total Credit Requirement:	28	18
Graduation Requirements through the MDE (MI Dept of Education):		
- Individualized Career & Academic Plan	YES	YES
- Demonstration of Knowledge		
* English: Senior Thesis Capstone	YES	varies by school

These graduation requirements apply to the class of 2024 and younger

- All students are required to complete the core courses. If a student fails a course, the course must be re-taken in lieu of an elective provided the total number of credits earned during the student's high school tenure does not fall below the state minimum credit requirement for graduation.
- At the discretion of the School Leader, a student may be required to complete remedial courses in order to graduate.
- The School Leader has the authority to waive any graduation requirement except those meeting the state requirements.
- Once enrolled full-time, a student will not receive credit from any other institution without the prior approval of the school leader.
- A special education diploma may be awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements, or who have not completed all of the requirements for a high school diploma but who have completed their Individualized Education Program (IEP).

Mathematics

All students are required to follow the mathematics course sequence through Pre-Calculus. After successful completion of Pre-Calculus students will be placed into Calculus or another advanced math course based on the recommendations of the Pre-Calculus teacher and by approval of the school leader.

Senior Thesis

The senior thesis is the culmination of a student's classical education and a rite of passage to a life of virtue and self-government. The student's thesis may concentrate on books, events, or themes that draw upon any of the core courses and should serve as a capstone project, one which brings together the things a student has learned during his or her time at the school.

Every senior will write, orally deliver, and defend a thesis on a topic of his or her choosing that emerges from the curriculum. Each student will adapt his or her paper into a speech which will be delivered publicly and then defended to a panel of faculty members. A satisfactory performance on the writing and presentation of the thesis is required for graduation.

Students must complete a senior thesis and present that thesis in a formal setting in order to graduate from high school.

Academic Honesty

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his or her own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author's words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the

responsibility to ask how an author should be used in an assignment.

Plagiarism violations include utilizing generative AI tools in any way that is not sanctioned by the student's teacher beforehand.

Whenever a student has been caught plagiarizing, the following process will be followed.

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the School Leader of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or the School Leader will inform the student's parent of the plagiarism.
- The student will receive an F (an automatic zero) on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.
- High school students found guilty of academic dishonesty or similar serious offenses may, if applicable, lose the status of valedictorian or salutatorian.
- Instances of plagiarism may be placed in the student's permanent record.

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating, including that students caught cheating will fail the assignment. A student who allows others to copy his work will also be held accountable in the same fashion.

A Blue Slip will be issued if cheating has occurred. High school students found guilty of academic dishonesty or similar serious offenses may, when applicable, lose their status as valedictorian or salutatorian.

Student Services

In furtherance of our mission and in order to meet federal guidelines, Ivywood admits all students, based on available seats, without knowing the special needs of any student before a seat is offered. Ivywood will offer a continuum of special education services and placements for the special needs of students.

Ivywood provides in-class accommodations, in-class and pull-out interventions, and resource time for students with special needs. We also contract with providers for therapeutic services (occupational therapy, speech and language therapy, counseling) that the school cannot offer on its own.

When a child with special needs is accepted into Ivywood, the family will be informed of the

services and staffing levels provided by the school. If a child has special needs that the Ivywood staff cannot adequately address with the current staffing and services, the school will convene an IEP meeting to discuss the provision of comparable services and/or other appropriate school placement and services.

Ivywood also enjoys an excellent working relationship with Wayne County RESA.

Ivywood's Student Services program rests on three pillars of instruction: explicit phonics instruction, arithmetic skills, and organization. Since classroom time is crucial for all students to develop these skills, Student Services will create and lead resource class time for students who need extra help. The goal is to reinforce what is learned in the classroom and to help the student develop independence.

State Assessments

Ivywood will administer M-STEP, which is a state mandated assessment at grades 3-8, and 11 in Michigan. Specifically, the state requires standardized testing via the M-STEP in reading and math for Grades 3-8 as well as science and history for Grades 5 and 8. In addition to state mandated assessments, Ivywood 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-8. 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.

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 quarter of school, all lower school 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.

Our curriculum is not designed around the state assessments and our teachers do not "teach to the test." We do dedicate some time to test preparation, but to do so excessively would detract from the classical course of study that Ivywood provides. Test preparation has less to do with content than it does with the form and manner in which test questions are written, as well as the order in which certain subjects are placed in the general state curriculum. Our curriculum in Grammar School math, for instance, follows a rational order that deepens and broadens student knowledge, but not in an order that aligns perfectly with the math subjects in the state exams. In order to do well on these assessments, we will supplement our curriculum where necessary.

Please consult the school calendar for the testing schedule. On state testing dates, campus is closed and students may not be picked up early from school. Please plan accordingly.

Controversial Subjects

Controversial subjects are defined as contemporary problems, issues, or questions of a political or social nature where there are entrenched differences of opinion and passions run high. Controversial issues will be explored only when emanating from some part of the curriculum in grades 9 through 12. When these subjects come up, teachers will present an impartial view of all sides of the issue without proselytizing. Contemporary controversial issues will not be discussed in the elementary school without School Leader approval.

Guest speakers who cover controversial topics must be screened by the School Leader. The screening may include an interview of the guest by the School Leader or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the academic sequence. Parents may have students excused from such presentations and understand that the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for student to be excused.

Religion

Western civilization has had and continues to have an ongoing, vigorous, and thoughtful conversation concerning the place of religion in human life. We will encourage such discussions as they arise from the material that students engage, and will respect the diverse viewpoints that such a topic elicits, so long as those views are offered respectfully and with the solemnity they merit.

In the course of history and literature classes, Ivywood curriculum will include texts, stories, histories, and beliefs connected to Judaism, Christianity, Islam, Buddhism, and Hinduism. Knowledge of these topics is crucial to understanding the modern world and much of our own history. Teachers will address these topics without either advocating or undermining religion in general or any specific faith.

Evolution

Ivywood embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in the standard high-school biology textbooks and as also taught at the college level in both secular and many religious colleges.

The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God.

Ivywood recognizes a clear distinction between science and scientism. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief—and it is a belief—that science is the only means of

understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at Ivywood will leave matters of faith up to students and their parents.

The role of a teacher in a public school is neither that of preacher nor of skeptic. Science teachers will teach science without comment on religion. Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

Human Sexuality

At Ivywood, we believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and the emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it.

In the course of our usual science curriculum, 5th grade students will learn about human reproductive organs, reproduction, and the menstrual cycle. Parents will have the opportunity to preview the materials the class will be reading.

In the upper school, themes that deal with sexuality may emerge from the reading of a serious text, such as *Brave New World* or *The Scarlet Letter*. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way. Upper school students may be involved in discussions concerning sexuality and sexual restraint as these issues affect their living a moral and responsible life. Such discussions will always be led by the administration or a faculty member who has the full confidence of the School Leader in these matters.

In addition, as mandated by the state, sex education will be taught in the high school in the context of human health. Sex education via the health class will be taught in a gender-separated environment.

Character education is an integral part of our program. Sexuality involves serious moral decisionmaking. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with students.

Videos in the Classroom

From time to time, videos or other media may be used to support a classroom lesson. To be used in class they must meet a specific curricular objective and will not have profane language or

sexually explicit material. Teachers must receive prior approval from the School Leader to show a video more than 15 minutes in length. Students will not be shown a full movie in class without prior parent permission.

SECTION III: ADDITIONAL POLICIES AND PROCEDURES

Admissions and Enrollment

For current enrollment information, including grades offered, class sizes, admissions deadlines, and enrollment lotteries, please visit the school's website: <https://ivywoodclassicalacademy.com/>

Admissions Eligibility

Ivywood is open to all students who reside within the state of Michigan, subject to availability. At the time of enrollment and re-enrollment, students will be required to demonstrate permanent residency within the state of Michigan. Students whose residence is not fixed or regular will be evaluated on a case-by-case basis in keeping with governing state and federal laws.

Ivywood will not discriminate on the basis of race, color, ethnic background, sexuality, national origin, gender, or disability in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Students expelled from another school will be admitted at the discretion of the school leader. The School Leader will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

Admission forms and deadlines will be available in the school office and on the website.

Limited Availability

Ivywood will determine the number of seats to be offered in each grade on an annual basis. While it is our expectation that such numbers will be determined prior to the open enrollment period, the school may decide to revise these numbers prior to the beginning of the new school year. Open enrollment will be held during the spring semester each year; exact dates will be posted on the school's website and will be available in the school office. Families of enrolled students who wish to re-enroll will be required to submit an intent to return form for each student prior to or during the open enrollment period in order to secure each seat.

At the end of the open enrollment period, the school will admit students in the following order:

1. Current students who have submitted intent to return forms.
2. Applicants who have siblings already admitted to the school.
3. Applicants who are next-of-kin to any teachers, staff, or board members.
4. All other applicants.

If the number of applicants exceeds the number of available seats in any grade, a random lottery process will be used to select admitted students from the pool of applicants. The lottery will also establish the order of the waitlist.

The school may, by direction of the school leader, establish more seats in any grade in order to accommodate applicants who are next-of-kin to any teachers, staff, or board members.

Once students are admitted at the end of the open enrollment period, families will receive notice via mail and, if possible, via phone and/or electronic communication. Families will have three weeks from the date on which notices are mailed to submit enrollment paperwork. If families do not submit enrollment paperwork by the due date, then they forfeit the offered seat. Seats that become available after the enrollment period will go first to waitlisted students—in the order established by the lottery—and will then become available on a first-come, first-served basis.

The school will allow enrollment for open seats after the start of each school year, but only until such date as is determined by the Board of Directors.

Field Trips

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the School Leader at least two weeks prior to their proposed date. The field trip planner will work with administration to ensure that all procedures are followed.

A permission slip must be signed and returned to the teacher by the parent/guardian of each student prior to the field trip. Students may be required to pay a fee to attend field trips. School uniforms are required on all field trips unless specifically noted otherwise and approved by the school leader. Students who have received one or more Blue Slips may be prohibited from attending field trips altogether or else, if allowed, attended by a parent. The School Leader will make all final decisions in such cases.

Extended Field Trips

An extended field trip is one that requires an overnight stay. All extended field trips require individual Board approval a minimum of 90 days (180 days outside US) prior to the proposed trip. All students attending the extended field trip must have School Leader approval.

All adults attending the field trip are required to be currently registered volunteers. The field trip planner will work with administration to ensure that all procedures are followed.

School Communication Procedures

Parent Communications to Administration, Faculty, and Staff

Ivywood values the conversation that takes place between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following to contact or communicate with the Administration, Faculty, and Staff:

- Scheduled face-to-face meeting
- Scheduled phone call
- Message (given to the front office)
- Voice Mail
- Email

Ivywood employees will not use social media to communicate with parents or students.

During the school day and both immediately before and after school, teachers have their minds on teaching or imminent meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than try to communicate through an impromptu conversation. Parents who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

Ivywood teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or staff member within twenty-four hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way. During busy periods, the School Leader may require an extra day to respond to correspondence.

General Communication with the School Community

The School Leader must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community.

We ask parents to be responsible in sharing information about the school, and to consult the school website and school staff when asking questions or raising concerns. We also ask that parents be responsible when seeking out information about the school, especially online.

The official outlets for school information are limited to the following:

1. The school website.
2. The official weekly newsletter.
3. The official Facebook page.
4. Correspondence from school administration, including emails and postal correspondence.
5. Notices sent home with students and/or distributed by the school office.

The school disclaims any responsibility for information from third-party websites, social media pages, or entities outside the school.

Social Media

Ivywood recognizes the utility and necessity of maintaining a social media presence and therefore regularly updates its official Facebook page. This page is intended to provide regular communication with the school community and beyond as we share information, celebrate our successes, and tell our stories. We invite parents to "like" or "follow" our page to receive updates. Any important notifications from Ivywood that are posted on our Facebook page will also be provided to parents by some other timely means of communication.

In the interest of privacy, Ivywood will limit the sharing of personal information about students on our Facebook page, and Ivywood staff and faculty will not discuss a student's personal record in any format on social media, including direct messages.

In the interest of clarity and prudence, Ivywood will avoid lengthy or controversial replies to comments on our Facebook page. It will be the usual practice of Ivywood to invite questions and grievances posted on our official Facebook page to be brought to the school through our direct channels. Ivywood reserves the right to delete comments that are inappropriate, quarrelsome, or out of place.

While Ivywood is aware that other social media pages connected to the school community exist or may exist, we disclaim any authority or responsibility for these pages or the content posted therein.

Furthermore, we encourage parents and other members of the school community to use social media for the positive support of the school and avoid using it for fomenting a culture of dissent. Ivywood administration does not review independent pages and will not recognize complaints until they are registered through formal channels.

Ivywood retains the right to enforce school policies and commitments insofar as these are implicated on social media and in the social media use of parents, students, teachers, and staff.

Communicating with Parents with Joint Custody

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

Student Network Use

Students at Ivywood shall not have access to the internet without staff supervision and will not have the network or wireless passwords. We also recognize the need for supervision to protect our students. 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 research and education.

With the sole purpose of accessing the monitored and supervised school laptops, students will be given a created school email address in order to login, track their use, and submit assignments.

Ivywood does not assume responsibility for system failures that could result in the loss of data.

It is the policy of Ivywood 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.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, 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 child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Security Checks

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to searches at any time, with or without cause.

Non-Discrimination Policy

Ivywood 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 Ivywood 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

Ivywood is committed to providing a working and learning environment based on dignity and respect, free of harassment or intimidation. All those associated with Ivywood are expected to foster a climate that is supportive, respectful and conducive to teaching and learning. 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 among the behaviors that are destructive to a positive working and learning climate, and as such is prohibited by state law, federal law, and Board Policies 5517.02 and 1662. Any member of the school community who engages in sexual harassment as defined below will be in violation of this policy. This policy encompasses the behavior of adults towards adults or students, and students towards students or adults. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Examples include, but are not limited to:

- unwelcome sexual propositions, invitations, solicitations, and flirtations;
- unwanted physical and/or sexual contact;
- threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading

language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;

- sexually suggestive objects, pictures, videotapes, audio recordings or literature;
- unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another; speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- inappropriate boundary invasions into a student's personal space and personal life; and
- verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

All persons associated with Ivywood are responsible for:

- Ensuring that his/her behavior does not sexually harass any other person associated with Ivywood;
- 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;
- Actively participating in Ivywood's effort to prevent sexual harassment.

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 Ivywood.

False (or 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.

Emergency Policy

The administration shall maintain a stand-alone Emergency Operations Plan, which shall be available for reference in the School office. Ivywood uses the Standard Response Protocol and Standard Reunification Method developed by the I Love You Guys Foundation. Information can be found at: iloveyouguys.com

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 Ivywood. The teacher or person responsible for a group of students will take class attendance 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 Ivywood. The teacher or person responsible for a group of students will take class attendance 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.

Student Drivers and Parking

Being able to bring a vehicle on campus is a privilege. The school is not responsible for damage to a vehicle that occurs while it is on campus. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Permission is required for any student who finds it necessary to go to his or her vehicle during the school day.

Vehicles parked on campus are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A copy of a student's driver's license and insurance must be on file in the school office.

Students who have received a driver's license and are in good standing may drive to school and park in designated parking spaces. Students must maintain a 2.0 GPA in order to drive to or from school. The school will check a student driver's GPA at semester, and falling below the 2.0 threshold will revoke driving privileges for the following semester.

Students must receive a parking pass in order to park on campus. Due to limited space on campus, passes will be distributed first to seniors, then to juniors, then to sophomores, through a lottery process as established by the school administration. Students who receive their driver's license during the course of the school year may apply for a parking permit if spaces are available.

The school shall not issue more than one parking pass per family. And the school will set the fee for a parking pass each year before the start of school.

Facility Use

The School Leader will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the administration who is capable of executing the school's emergency and security procedures.

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 MCL 324.8316. We are also required to notify you of your right to review the IPM Plan and IPM records.

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.

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 mail, please contact the school office in order to coordinate accommodations.

Asbestos Management

As per AHERA (40 CFR 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.

Parent Teacher Organization

Ivywood's Board establishes the Ivywood Parent Organization (IPO) to support the school's mission. IPO teams and activities will be designed to help the school flourish in and beyond the classroom. Largely, the IPO consists in a series of task-oriented teams whose purpose is to marshal parent volunteerism in achieving defined goals that improve the life of the school.

All parents, adult family members, teachers, staff, and community members are encouraged to volunteer on a team and attend regular meetings. IPO meetings are an excellent opportunity to obtain information and engage in discussions about the school.

The IPO may serve as a fundraising arm of the school, but it will not be a stand-alone, tax exempt, non-profit organization. Ivywood is itself a non-profit organization with 501(c)3 status.

The School Leader reserves the right to create, remove, or dissolve IPO teams and leadership in accordance with immediate priorities and the long-term flourishing of the school

SECTION IV: GOVERNANCE AND MANAGEMENT

Board of Directors

Ivywood Classical Academy (the “School”) is a non-profit corporation, recognized as a 501(c)3 organization by the Internal Revenue Service. The corporation is governed by its Board of Directors (the “Board”). The Board operates in accordance with its bylaws and using the principles of policy governance. The Board has entered into a Charter Agreement with (authorizer). The bylaws and Charter Agreement are available on the School’s website: <https://ivywoodclassicalacademy.com/>

Board Responsibilities and Obligations

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission. The Founding Board created Ivywood specifically to implement a traditional, classical, liberal-arts education guided by the following mission:

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

The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program.

Board Meetings

In compliance with the state’s Open Meetings Laws, the Board will:

- Establish a set schedule of meetings;
- Post meeting dates in a conspicuous location, including the school website (date, time, location);
- Post agendas in advance of a business meeting;
- Post and place 24-hour notice for emergency called meetings and state the reason for the emergency meeting in the notice;
- Provide specific agendas for meetings to advise the public of the matters expected to come before the Board. Matters not on the agenda can be addressed if not anticipated before the meeting by amending the agenda;
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, and a record of votes.

The Board welcomes public comments at each regular Board meeting. Community Comments are limited to 2 minutes. To ensure the accurate representation of the comments in the Board's meeting minutes and to ensure that the Board can accurately address the issues presented, it is requested that these comments also be submitted in writing. Grievances or discussions involving specific personnel will not be entertained at a public meeting.

Communication to the Board

The role of the Board is to oversee the school but not to manage its daily affairs, so the Board will generally defer to the School Leader to address questions, complaints, and grievances brought to the attention of school leadership. Furthermore, while the Board possesses overall control of the school, the Board's collective authority is not held by individual Board Directors acting alone. The Board does, however, recognize that accountability and good governance sometimes require that communication be brought to the Board directly. In such cases, the Board directs that the communication be submitted in writing to both the Board President and the Board Secretary. Communication can also be provided verbally during the public comment period at a regular meeting of the Board.

The Board kindly requests that members of the Ivywood community refrain from approaching individual Board Directors with concerns or grievances that should be brought to a specific teacher, the school leader, or the whole Board.

Any communication to the Board should follow the Grievance Policy detailed below.

Role of the School Leader (Principal/Headmaster)

The School Leader will implement a traditional, classical, liberal-arts curriculum. They make final decisions on curriculum, subject to the approval of the Board of Directors. The school leader, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

Chain of Command

The Board has established a chain of command whereby all authority for the management of the school rests with the school leader, and they have the sole responsibility of reporting to the Board and managing the operations of the school. It is the expectation of the Board that the School Leader will establish a chain of command within the school to assist them with its operations.

In all communication to the school, the Board expects the Ivywood community to observe the chain of command and direct communication accordingly. The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. Ivywood understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school.

Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator. If further communication is warranted after speaking with the school leader, then

the parent should refer the matter to the Board, as needed.

The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can an administrator or board member. We understand that some parents are “conflict averse” and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the School Leader initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching, such as the Socratic method. As a result, it is easier and more expedient to speak to the School Leader first. In these cases, however, it is always better for the parent to have as much specific information as possible so the School Leader can act on that information.

Grievance Policy

Grievance Related to the Classroom

Ivywood firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.

- *The Teacher:* Parents should schedule a meeting with the teacher through the office. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
 - *The School Leader:* If the grievance cannot be resolved with the teacher, the parent should discuss the matter with the school leader.
 - *The Board:* If the grievance cannot be resolved with the school leader, the parent should refer the matter to the Board, preferably in writing.

Grievance Related to Administration

For grievances regarding an administrator who reports to the school leader, the grievance should be directed to the individual first, then the school leader. If necessary, grievances left unresolved by the School Leader should be submitted in writing to the Board. Grievances regarding the School Leader should be directed to the individual first, then in writing to the Board

SECTION V: PRIVACY

Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to a student’s education records. These rights include the

following:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the School Leader or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible student may ask the school to amend a record that they believe is inaccurate or misleading. They should write the School Leader or appropriate official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or 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 or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605107

Student Information

Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school.

Classroom activities and events sponsored by the school occasionally are photographed or videotaped for use by the school, by the media, or by other organizations operating with approval from the school leader. Photos and videos help the school to share information within the school community and our mission beyond our immediate community. We request that all parents sign the Ivywood photo/video release waiver included with Ivywood enrollment paperwork, but

respect the rights of parents who do not wish for photos and videos of their students to be shared.

Student names will not be listed alongside their pictures on the school website or in Ivywood advertising publications.

I, _____, do hereby recognize receipt and review of the Ivywood Classical Academy Family Handbook, 2025-26. As a parent of a child enrolled in Ivywood, I agree to abide by these terms and support the mission and operations of the school.

Signature: _____ Date: _____

Honor Code

An Ivywood Classical Academy student is honest in word and deed, dutiful in study and service, and respectful and kind to others. The student aspires to courage, respect, excellence, integrity, humility, self-government, and wonder.

Parent Pledge

I have carefully discussed the Ivywood Honor Code with my child and he/she understands what it means. I pledge to encourage my child to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will help my child aspire to courage, respect, excellence, integrity, humility, self-government, and wonder.

Name(s): _____

Signature(s): _____

Date: _____

Student Pledge—To be signed by all students in grades 5-12

I understand the Ivywood Honor Code and have discussed it with my parent(s). I pledge to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will aspire to courage, respect, excellence, integrity, humility, self-government, and wonder.

Name: _____

Signature: _____

Date: _____

APPENDIX: ATHLETIC CODE OF CONDUCT

Introduction

This Athletic Code of Conduct is designed for Ivywood Classical Academy student-athletes and their parents to help define the role of educational athletics as it relates to the student experience at Ivywood. The basic goals of Interscholastic Athletics are defined, and the policies and regulations necessary to achieve these goals are presented. It is imperative that both the student-athlete and parent have knowledge of this material before participating in school-related sports.

The athletic program shall be conducted in accordance with existing Ivywood policies, rules, and regulations. Athletics are an important component of Ivywood's classical education model; teaching virtue and wisdom, developing character, and nurturing the student-athlete's overall growth and development. Overall success, school unity, and pride are greatly enhanced by student participation in school-sponsored activities. At all times, the athletic program will be conducted in such a way that it is an educational activity. While the school takes pride in winning, it will not condone a winning at all costs mentality. Any and all pressures that might lead to neglecting academic achievement, good sportsmanship, and good health will not be tolerated.

Athletic Code

Participation in Ivywood athletics is regarded as a privilege and not a right. All athletes shall abide by a code of ethics and conduct that will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, team, or school will not be permissible. Acts of unacceptable conduct tarnish the reputation of everyone associated with the athletic program and the Ivywood school community. When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Athletic Code of Conduct throughout his/her student-athletic career. The Code of Conduct begins with a student's first day of participation in interscholastic athletics and continues through their date of graduation and is in effect during vacation breaks, summer recess and off-season times.

Requirements for Participation

1. *Physical Examination:* A yearly physical examination is required and must be submitted to the office before a student can participate in practice and contests. The examination covers all sports for the entire school year provided it was administered after April 15 of the previous school year. The form will be kept on file at Ivywood. A copy of the form can be found [here](#).
2. *Emergency Medical Authorization:* An Emergency Medical Authorization sheet must be completed giving permission for treatment by a physician or hospital when a parent is not available (this is included as the last section of the physical form). The information will be kept with the head coach for availability at all practices and contests. Please note that Ivywood does not carry insurance to cover student athletic injuries.
3. *Parental Acknowledgement of Athletic Policies:* Each parent/guardian and athlete shall read the Athletic Code of Conduct and certify that they understand the athletic eligibility rules and policies of Ivywood. This signed document will be kept on file at Ivywood.

4. *Scholastic Eligibility:* In order to participate in Ivywood athletics, each student-athlete must have a passing grade in all current classes/subject areas for middle school students and have a passing grade in all current classes/subject areas and maintain at least a 2.75 GPA throughout the course of the season for high school students while also meeting the MHSAA minimum requirements. If a student-athlete falls below 60% in any class/subject area at any time throughout the season, they will immediately be deemed academically ineligible for practice/contests until the grade improves back up to the minimum of 60%. The same holds true for a high school student's GPA (must remain above 2.75 at all times throughout the season to remain academically eligible to participate). Throughout the course of the season, student athletes will be required to obtain bi-weekly grade checks from their teachers to ensure that eligibility requirements are being met. (During changes from one academic quarter to the next, the previous quarter grades will be used to determine eligibility until the first two weeks of the new quarter are complete and there are at least four grades in the grade book for the quarter).
5. *Behavioral Eligibility:* In order to participate in Ivywood Classical Academy athletics, each student-athlete will be responsible for maintaining high standards of behavioral conduct throughout the course of the school day. Any student-athlete who receives a behavioral referral to school administration may be deemed ineligible for participation in school-sponsored athletics. Any student-athlete who receives a suspension or repeated referrals to school administration may be removed permanently from the team.
6. *Equipment Responsibilities:* All athletes are responsible for the proper care and security of equipment and jerseys/uniforms issued to them. School-furnished uniforms/jerseys are to be worn only for school-sponsored contests only. All equipment and jerseys/uniforms not returned in good condition at the end of the season will be subject to a financial penalty.

Objectives of the Ivywood Classical Academy Athletic Program

1. The student-athlete learns the value of teamwork, self-discipline, the development of a strong work ethic, and personal sacrifice. Contributions to the team are more important than personal goals or individual achievements.
2. The student-athlete learns to embody the Ivywood virtues of respect, excellence, wonder, integrity, self-government, humility, and courage through good sportsmanship and engaging in their personal best.
3. The student-athlete develops a spirit of encouragement, teamwork and cooperation.
4. The student-athlete learns to be a humble winner as well as a gracious loser in defeat. Good sportsmanship is a major objective for all Ivywood teams.
5. The student-athlete learns to appreciate the skills and abilities of his/her opponent as a means to improve his/her own personal practice.
6. The student-athlete learns an appreciation for playing by a given set of rules.
7. The athlete learns the value of physical fitness that leads to a high-functioning body, sound mind, and a lifetime of healthy habits.

Athletic Training Rules

1. *Alcohol, Tobacco, Drugs:* Any student using and/or possessing alcohol, tobacco, or drugs, or any illegal performance-enhancing drugs or substances shall be in violation. This rule is in effect twelve months of the year. Students in the presence of illegal activity

may also receive penalties.

- *Penalty for Violation:* The Athletic Director and School Leader shall meet to determine the penalty according to the degree of the infraction. Other consequences may be implemented due to the seriousness of the infraction. Potential consequences include suspensions and removal from the team and/or athletics department at Ivywood.
2. *School Discipline:* Any student-athlete referred to school administration for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by the School Leader and athletic director.
 3. *Fighting or Flagrant Unsportsmanlike Conduct:* Fighting, taunting, or displaying any sort of poor sportsmanship will not be tolerated during practices or contests. Any athlete that receives a technical, red card, or ejection must meet with the athletic director to discuss the behavior. Such instances could result in suspension or removal from the team.
 4. *Coach's Rules/Expectations:* Coaches may establish additional rules and regulations for their respective sport with the approval of the athletic director. These additional rules will be stated in writing and explained fully at the start of the season.
 5. *Dropping from a Team:* Quitting is an unacceptable habit. A student-athlete who quits a team may lose the privilege of participating in Ivywood athletics. There will be no partial or full refunds of participation fees in the event a student-athlete drops from a team. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case the following procedure must be followed:
 - Consult with the head coach.
 - Consult with the athletic director.
 - Check in all equipment and uniforms.
 6. *Missing Practice:* A student-athlete must consult with the coach prior to missing a scheduled practice. Missing practice (or a game) without good reason will be handled by the coach. Please avoid scheduling any appointments or events during practice times or contests. Communicate any planned absences as soon as possible. Missed practice time, regardless of the reason, will result in decreased playing time during contests as determined by the coach.
 7. *Travel:* All student-athletes must arrange transportation to practices and contests. A signed permission form must be on file with the coach and school office to participate in arranged carpools to practices or contests.
 8. *Grooming and Dress Policy:* An athlete shall abide by the Ivywood dress code policy and dress presentably during contests, assemblies, and banquets. Only uniforms issued by the school will be worn for contests. Athletes must follow sport-specific jewelry and uniform rules.
 9. *Conflicts with Extracurricular Activities:* The athletic department recognizes that all students should have the opportunity for a broad range of experiences and extracurricular activities and will attempt to schedule school events in a manner to minimize conflicts. Students have the responsibility to avoid continuing conflicts. They must also immediately notify the coaches involved when a conflict arises. Students that participate on non-school teams must communicate with the school coach to determine an agreed-upon schedule for the season. In general, school sports take precedence over non-school sports or activities.
 10. *School Attendance:* Students must be in attendance at least half of the school day in order

to participate in a contest or practice. Students missing a half or full day of school to participate in an athletic contest must have prior approval from the coach. All work should be made up at the discretion of the teacher. If a detention should be served on the day it is given, the student may be ineligible for practice or competition on that day. The final authority for infractions of this rule will rest with the school leader.

11. *Vacation Policy*: Taking a vacation during a sports season is discouraged. In the event of an unavoidable absence for a vacation, an athlete must communicate with the coach well in advance and be willing to assume consequences related to his/her status on the team (as a starter, if applicable).
12. *Reporting of Injury*: All injuries should be reported to the head coach. If the injury requires medical attention from a doctor, the athlete must obtain the doctor's written permission to return to the activity.
13. *Social Media*: All school or personal use of social media should be conducted in a virtuous, responsible, and respectful manner. Irresponsible social media behavior will result in disciplinary consequences as determined by the athletic director and school leader.
14. *Hazing*: All student-athletes should treat their fellow teammates with the utmost respect at all times. Absolutely no hazing is allowed.

Parent Guidelines

1. Uphold the Ivywood virtues of respect, excellence, wonder, integrity, self-government, humility, and courage during all interactions with all coaches, players, officials, and other families.
2. Ensure timely pick-up and drop-off of student-athletes for all practices and contests. Studentathletes should be dropped off and picked up within 5 minutes of the practice start and end time. Arrive 20 minutes early to each contest and pick up within 5 minutes of the contest end time.
3. Refrain from coaching your student-athlete from the sideline during practices and contests. Please be a cheerleader, not a coach.
4. Try to enjoy yourself at competitions. Your unhappiness can cause your child to feel guilty. Remember your student-athletes are watching you. Make them proud, not embarrassed.
5. Communicate with the coach about your child in a respectful manner. Inform them of any pertinent issues at home that might affect your child at practice.
6. Respect the coach's decision on playing time. Playing time during contests is based on practice attendance, effort, and skill development. If there is an issue with playing time, encourage your student-athlete to discuss it with the coach first.

Resolving Athletic Issues

If you have a concern to discuss with a coach:

1. Encourage the athlete to solve his or her own problems first with the coach.
2. Call/email the coach to set up an appointment.
3. Do not attempt to confront a coach immediately before or after a contest. These can be emotional times for both the parent and the coach. In an effort to reach a logical and rational decision, please wait 24 hours before discussing an issue.

If the meeting with the coach did not provide a satisfactory resolution:

1. Call and set up an appointment with the Athletic Director (248) 207-1757) to discuss the situation.
2. At this meeting the appropriate next step(s) can be determined.

Dual Participation

Student-athletes are allowed to participate in more than one sport each season. In such a case the student-athlete, his/her parents, the coaches, and the athletic director must meet to discuss and design the practice/contest schedule for the athlete. A primary and secondary sport must be designated. Student-athletes are subject to multiple participation fees.

Physical Education and Participation

All student-athletes who are in PE must participate in all activities during class, regardless of after-school practices or game commitments. If modifications need to be made, the student-athlete should speak with the PE instructor. Student-athletes are strongly encouraged to be exceptional role models for all the objectives listed above including sportsmanship, teamwork and cooperation, playing by a given set of rules, and the value of physical fitness during physical education classes.

Uniform Policy

All school-issued uniforms/jerseys and equipment are to be used for athletic contests and practices only. These items are not to be worn in PE class, in school, in the community, or at home. The only exception is if an entire team wears their school-issued apparel for a special occasion approved by the coach. Lost or damaged items will result in a fine.

(please return this section to the athletic office)

We have read and understand the Ivywood Classical Academy Athletic Code of Conduct and agree to comply.

Student-Athlete Name (Printed)

Student-Athlete Signature

Sport

Date

Parent/Guardian #1 Name (Printed)

Parent/Guardian #1 Signature

Date

Parent/Guardian #2 Name (Printed)

Parent/Guardian #2 Signature

Date