



The Green Book

Student/Parent Handbook*
2018-2019

***Handbook subject to change as policies and procedures are updated**

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Dear Ivy family and friends,

On behalf of the faculty and staff of *Ivy Academy*, welcome to the 2018-2019 school year! One of the phrases floating among our faculty and staff is, "this year is going to be awesome!" Look back for a moment and see where we've come from in my short time of 3+ years on this campus. There are many things to highlight: improved academics, improved attendance, improved graduation rates, the completion of a full middle school that is the pipeline to high school, two new high school buildings, and an increase in outdoor learning spaces across our campus, just to list a few things to consider.

However, we cannot get stuck looking only at the past and all our successes. We should enjoy the moment of reflection, but continue to look ahead to more success in our academics, programs, facilities, and everything else that comprises a full middle and high school. That is where we need the continued productive partnership with you to ensure our students can achieve their highest potential. We have engrained within our students the pride of what is our *Ivy* motto: "We are scholars, we are stewards, we are volunteers. We are *Ivy*!"

Home and school are the complementary forces that interact to form a dynamic system in which the whole is greater than the assembled parts (a *yin and yang* idea - balance). Basically, the success of our students, as well as *Ivy Academy* in general, requires a support and a strong partnership from both the home and school. A strong partnership with you will continue to make a great difference in your student's education, and learning process both now and in the future. We all will share the responsibility for ensuring the success of our students. *Ivy Academy* faculty and staff are committed to just that, continuing to improve and build upon what we have already done, catapulting us to bigger and better things this coming school year and beyond.

As we commit to our side of the learning process, we need you to commit to your side of the learning process as well. Though appearing small in nature, these following thoughts truly form the foundation of the learning process and success of our students. Things to monitor and support for your student are:

1. Making sure your student attends school daily and arrives on time
2. Making sure you are involved with what they are learning (assignment completion, what is being read, correspondence with teachers)
3. Ensuring compliance with all student/parent handbook regulations (dress code policy, cell phone policy, etc.)
4. Making sure your student reads daily to develop a love for reading and to improve literacy skills
5. Asking your student to share school experiences with you so you are aware of his/her school life (academically, socially, etc.)
6. Asking your student to inform you if he/she needs additional support in any area or subject
7. Setting the expectation that they can be successful with whatever they do (succeed in school, go on to college, go on to the workforce)

We are excited about the 2018-2019 school year. The following pages in this handbook will be your guide to help us strive for continued success as a school. Please review this handbook with your student. If you have any questions, please feel free to contact us. It is very important that you and your student are fully informed regarding standards relating to appropriate behavior for a safe and productive school year. We are asking that parents and students sign and return the handbook page to ensure that everyone understands the rules and expectations for the coming year.

The amazing *Ivy Academy* staff and I feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Don't forget to be awesome!

Scott Grisar

Middle School Principal

Greetings,

It is with great honor and enthusiasm that I humbly submit this letter as Ivy Academy's Dean of High School. Please accept this note as an official welcome to the Environmental Institute at Ivy Academy. Our commitment at Ivy Academy is to provide our students a safe environment that enables them to live out our school's mission. Ivy's mission is to provide a quality educational program with an emphasis on scholarship, environmental stewardship, and volunteerism for all students, designed to prepare them to positively influence society and nature.

This school year is going to be remarkable and has already laid claim as momentous for the future. Excitement is all around our growing campus as preparations continue to ever accommodate the successes of our students. WE have much to be thankful for and proud of from diligent work thus far, nevertheless, let us not forget today and what we can do now to exceed expectations and reach new heights of achievement.

As your Dean, it is important to me that everyone who steps through our doors and into our outdoors-faculty, staff, students, and parents-are excited to be here! This attitude enables us to strive to reach our goals and experience continued academic and social achievement. My top priority as Dean is for each student to gain the principles needed that will serve them for a lifetime and help them achieve their best. I want nothing less than for each student to focus on those things which they have complete control over: their effort and attitude.

Please read each page of the parent-student handbook with your child at the breakfast or supper table and discuss the expectations and opportunities for the year. May we take advantage of every moment and dedicate ourselves to the little things so your child can perform at his or her highest level.

In closing, I am beyond thrilled to be starting another school year in our beautiful North Chickamauga Creek Gorge and I want to thank each of you who entrust the education of your child to the Environmental Institute at Ivy Academy. If I can be of any assistance to you, please do not hesitate to contact me and know that my door is always open.

Be relentless and never give up on your dreams.

Zack Hubbard
Dean of the High School

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Ivy Academy

Vision Statement

“The vision of Ivy Academy is to produce graduates who are fully equipped to succeed in college and careers because they fulfill their personal responsibilities, and are focused on helping others since they are not consumed by their own needs.”

Mission Statement

“The mission of Ivy Academy is to provide a quality educational program with an emphasis on scholarship, environmental stewardship, and volunteerism for all students, designed to prepare them to positively influence society and nature.”

Ivy Motto

“We are scholars, we are stewards, we are volunteers!”

Ivy Pillars

Scholarship Environmental Stewardship Volunteerism

Core Values

Integrity Respect Diligence Social Responsibility

The Ivy Way

“We are the young men and women of Ivy, and this is the Ivy Way:

We treat others as we wish to be treated.

We speak appropriately and truthfully.

We act with integrity.

We are the young men and women of Ivy”.

Absences - Defined

Students are allowed 3 parental excuses and unlimited medical excuses. Documentation for each absence is required and excuses must be turned in to the school's main office within 5 school days of the absence.

Excused Absences:

1. **Personal illness** - Students who are sick and whose attendance would be detrimental to their health and the health of other students may be excused. A physician's statement is required.
2. **Death in immediate family** - Students may be excused for not more than three (3) days in the event of a death in their immediate family.
3. **Family illness** - Student having an illness in the family which requires the student to give temporary help will be excused upon proof of appointment; a doctor's statement is required. Prior approval by principal or dean is required.
4. **Religious holiday** - Student shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required.
5. **Personal** - Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearance, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian and the principal or his designee is required.
6. **School-sponsored activities** - Students shall be marked present when participating in a school sponsored activity away from the school building.

Unexcused Absences:

ONCE A STUDENT HAS ACCUMULATED **FIVE (5)** UNEXCUSED ABSENCES, THE TRUANCY PROCESS WILL BEGIN. The following list, though not fully encompassing, contains the most common situations considered to be an unexcused absences. The bottom line is that unless an absence can be justified medically, or for one of the following reasons listed above, it will be considered unexcused.

1. Truancy
2. Cutting Class/Walking Away from trail during class time
3. Family vacations/Out of Town without prior school notice AND approval
4. Absent without parent's permission and notification to school
5. Skipping school
6. Absence not falling within guidelines under an excused absence
7. Failure to turn in excuse for prior absence within required time limit (5 school days)

8. Not checking in with front office when arriving to school tardy
9. Missing the bus and not notifying the school
10. Waiting in office due to dress code violations
11. Sent home due to dress code violations
12. Failure to follow check-in or check-out procedures with front office

Attendance Policy

2018-2019 School Attendance Procedures*

1. Families are notified of Attendance Law and Procedures via each school's Student Handbook. Schools must include the Attendance Notification Contract in their registration packets. When the signed form is returned, the school is required to keep a copy in a designated notebook or file. A copy of this signed form will be required in the event a truancy petition is filed.
2. When a student reaches five (5) unexcused absences, the school is responsible for sending the HCDE approved Attendance Notification Letter that is generated from PowerSchool. The school is required to keep a copy of this letter in a designated notebook or file. A copy of this letter will be required in the event a truancy petition is filed.
3. Upon receipt of the Attendance Notification Letter, if the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims.
4. When the student reaches ten (10) or more unexcused absences, the student will be referred to the School Social Worker. The school will need to fully complete the referral and attach a copy of the Student Registration form, a copy of the signed Attendance Contract, and a copy of the Attendance Notification Letter. The referral must have the signature of the Principal or Principal Designee.
5. If absences continue after the signed referral, the Social Worker may initiate interventions and/or court procedures. If court procedures are necessary, a Legal Notice is mailed by the social worker. This notice shall serve as intent to file a truancy or dependent and neglect petition with Hamilton County Juvenile Court, unless proper documentation is provided to the school within five (5) days of receipt of this notice.

* Retrieved from Hamilton County Department of Education

Compulsory Student Attendance/Truancy

1. Tennessee state law requires that all children between the ages of six (6) and seventeen (17), both inclusive, must attend school regularly.
2. Each child is allowed five (5) unexcused absences per school year. These absences do not require a note from a doctor, other professional, or parent.
3. HCDE has determined that each child should also be allowed three (3) absences per school year that may be excused by a note from a parent/guardian. These should only be used in cases when a child is sick, but the parent/guardian determines that a doctor visit is not necessary.
4. Following the five (5) unexcused and three (3) parent/guardian excused absences, any further absences must be excused by professional documentation. These include doctors, mental health professionals, dentists, court, or other professional services.
5. Excuses must be turned in within five (5) school days of the absence. Excuses turned in past this date will not be accepted, and the absence will be unexcused.
6. Once a child has reached ten (10) unexcused absences, he/she is truant. **See Tier interventions below, TCA 49-6-3009.** At this point, the school will make a formal referral to the School Social Worker.

7. A legal notice will be mailed to the parent/guardian indicating that their child has become truant and that a petition may be filed with Hamilton County Juvenile Court.

As of July 1, 2018, Section 3. Tennessee Code Annotated, Section 49-6-3009, is amended by deleting the section and substituting instead:

(a) Any parent, guardian, or other person who has control of a child, and who violates this part commits educational neglect, which is a Class C misdemeanor.

(b) Each day's unlawful absence constitutes a separate offense.

(c) A director of schools or attendance supervisor shall devise and recommend, and the local board of education shall adopt, a progressive truancy intervention plan for students who violate compulsory attendance requirements prior to the filing of a truancy petition or a criminal prosecution for educational neglect. These interventions must be designed to address student conduct related to truancy in the school setting and minimize the need for referrals to juvenile court.

(d) Progressive truancy intervention plans adopted by local boards of education pursuant to subsection (c) must be applied prior to referral to juvenile court when a student accumulates five (5) or more unexcused absences, as described in § 49-6-3007(e)(1). Progressive truancy intervention plans must meet the following requirements:

(1) Tier one of the progressive truancy intervention plan must be implemented no later than a student's accumulation of five (5) unexcused absences within a school year and must include, at a minimum:

(A) A conference with the student and the parent, guardian, or other person having control of the student;

(B) A resulting attendance contract to be signed by the student, the parent, guardian, or other person having control of the student, and an attendance supervisor or designee. The contract must include:

(i) A specific description of the school's attendance expectations for the student;

(ii) The period for which the contract is in effect, and

(iii) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

(C) Regularly scheduled follow-up meetings with the student and the parent, guardian, or other person having control of the student to discuss the student's progress;

(2) Tier two must be implemented upon a student's accumulation of additional unexcused absences in violation of the attendance contract required under tier one. Tier two must include an individualized assessment by a school employee of the reasons a student has been absent from school, and if necessary, referral of the child to counseling, community-based services, or other in-school or out-of-school services aimed at addressing the student's attendance problems; and

(3) Tier three must be implemented if the truancy interventions under tier two are unsuccessful. Tier three may consist of one (1) or more of the following:

(A) School-based community services;

(B) Participation in a school-based restorative justice program;

(C) Referral to a school-based teen court; or

(D) Saturday or after school courses designed to improve attendance and behavior.

(e) In-school suspension or out-of-school suspension must not be used as part of the progressive truancy intervention plans adopted by schools for unexcused absence from class or school.

(f) Notwithstanding subsections (d) and (g), if the progressive truancy intervention plan is unsuccessful with a student and the school can document that the student's parent or guardian is unwilling to cooperate in the truancy intervention plan, the director of schools or designee may report the student's absences to the appropriate judge pursuant to subsection (g).

(g) If an LEA has applied a progressive truancy intervention plan that complies with subsection (d) and interventions under the plan have failed to meaningfully address the student's school attendance, the director of schools, after written notice to the parent, guardian, or other person having control of the student, shall report the student who is unlawfully absent from school to the appropriate judge having juvenile jurisdiction in that county. Each case must be dealt with in such manner as the judge may determine to be in the best interest of the student, consistent with §§ 37-1-132, 37-1-168, and 37-1-169. In the event a student in kindergarten through grade twelve (K-12) is adjudicated to be unruly because the student has accumulated five (5) days or more of unexcused absences during any school year, the judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service, in the discretion of the judge, against the parent or legal guardian of the student.

(h) Each referral to juvenile court for conduct described in subsection (g) and § 49-6-3007(h)(4)(D) must be accompanied by a statement from the student's school certifying that:

- (1) The school applied the progressive truancy intervention plan adopted under subsection (d) for the student; and
- (2) The progressive truancy interventions failed to meaningfully address the student's school attendance.

Hamilton County Department of Education Student Services and Ivy Academy Chattanooga consider absences resulting in truancy for students, no matter the age or grade level, as grounds to NOT ALLOW truant students to participate in any extra school activities, including sports, field trips, after-school enrichment programs, after-school celebrations, prom, and all senior activities, including senior trips and graduation.

Ivy Academy Tardy Policy

Students who drive to school and accrue **FOUR (4)** tardies, will have their privilege for driving to school suspended thru the end of the semester, or for the next thirty days, whichever is longer. A warning is issued at **TWO (2)** tardies, and when accumulating **THREE (3)** tardies, a student verbal warning is given along with a parent letter being sent home.

Students whose parents drive them to school and accrue **FOUR (4)** tardies must have their parent enter the school building and sign them in. After **FOUR (4)** tardies, parents must complete a form each time the student arrives tardy. The form will collect information which will help the school offer any support to the parent/guardian to bring their student to the bus stop or to school on time. Subsequent parent meetings will happen as well as tardies continue.

Athletics

Archery
Golf

Basketball (MS boys/girls) Cheerleading (MS)
Rock Climbing Track

Cross Country (MS/HS, boys/ girls)
Ultimate Frisbee Wrestling (MS)

In addition to *Ivy Academy* athletics offerings, *Ivy Academy* has partnered with *Sale Creek High School* allowing *Ivy* students to participate in sports *Sale Creek* offers at the full HS competitive level such as football, basketball, baseball, soccer, and softball. Arrangements can be made to try out and/or participate by contacting the *Ivy Academy* Athletic Director to make the arrangements with *Sale Creek* administration and coaching staffs.

With regard to participation in sports representing *Ivy Academy* and/or *Sale Creek High School*, students must remain eligible to participate in said athletic opportunities. Eligibility consists of:

1. Current grade report that has no Fs in any subject
2. Positive behavior reports and positive example within the school
3. Attendance that meets county expectations (no trancies)

Failure to meet any of the three requirements above will disqualify the student from participation in their athletic event, until eligibility is met.

Bus Conduct

Rules of Conduct for Students Riding School Buses

These rules of conduct have been developed to provide a safe and pleasant environment for students while being transported. Transportation is a privilege offered by *Ivy Academy* and failure to comply with any of the rules will be grounds for excluding a student from riding a bus.

Disciplinary Action for Severe Endangerment:

- If a student severely endangers the well-being of others on the bus, he or she loses bus privileges for the rest of his or her enrollment at *Ivy Academy*. Life is far too precious to risk by placing a demand on a student to not repeat the behavior, when we do not know for sure if that student has the support and skills to have totally reformed from that behavior.
- Examples of severe endangerment are, but not limited to: startling the bus driver and causing a wreck, assaulting another student to the extent of severe physical harm, throwing items out of the bus causing the wreck of another vehicle, or doing something viewable through the bus window causing a wreck.
- Please see the *Ivy Academy* bus rubric in appendices at the end of this student handbook.

Bus Routes – posted on website (subject to change throughout the school year)

Bring Your Own Device (BYOD)

New to *Ivy Academy Chattanooga*'s plans this year is the opportunity for students to bring their own electronic devices to school. The use of technology is an essential component of the school program and the educational process. *Ivy Academy Chattanooga* will allow students and employees access to *Ivy*'s wireless network using personally owned devices. The use of *Ivy*'s network is a privilege, not a right, and may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps build good digital citizens. A personal device is not a requirement, but it is encouraged. The school will have devices available that students can use if a student does not bring their own device. Please see the full BYOD policy in the appendices at the end of this student handbook.

Cell Phones

Cellphones may ONLY be used before school until announcements are given (7:40), after the last dismissal bell (2:45), or under direct teacher supervision for academic purposes (see BYOD policy). The school cannot guarantee the security of any cell phone. The only way to completely guarantee cell phone security is to leave it at home.

Understanding that cell phones should only be used before or after school, it is also understood that there may be times when a parent may need to be contacted by the student during the school day. In this case, the student should receive permission from the classroom teacher to go to the office (when appropriate and determined by the teacher) to use the school phone or receive permission to use his or her personal cell phone while in the school office. **Students must go to the office to use their cell phones during the school day for conversations with parents, no exceptions.**

There will be no cell phone usage in the restrooms at *Ivy Academy*. Students may not use cell phones in the restroom during class change times or lunch. **Teachers and staff will consistently monitor restrooms throughout the school day.** If a request to go to the restroom during class is made, the cell phone must be left in the classroom. If the student is not willing to leave his or her cell phone in the classroom, **permission to use the restroom will not be granted.** Staff will consistently check these areas, during class change times, as well as during lunch.

Cell phones must be turned off and put away. Any student with a cell phone out during school hours will be subjected to the consequence outlined in the behavior rubric. If the cell phone can be seen, it is not concealed, and will be considered a policy infraction. *HCDE* policy (endorsed by *Ivy Academy*) calls for the following consequences: **First offense:** cell phone/electronic device taken for 10 days until parent/guardian picks it up; **Second offense:** cell phone/electronic device taken for 30 days until

parent/guardian picks up; **Third offense:** cell phone/electronic device taken until parent/guardian picks up and cell phone/electronic device no longer permitted on campus for rest of school year.

Clubs (late start this year with the campus expansion)

Clubs meet on rotating Wednesdays with assemblies, mentoring, and regular class time dispersed between club dates.

Examples of clubs from previous years: Archery, Rock Climbing, Basketball, Cheerleading, Fishing, Garden, Goodwill Youth Advantage, Photography, Ultimate Frisbee, Art Trading Cards, Chess, Speech and Debate, Engineering/STEM, Golf, Nature Crafts, Web Design. Final club options will be determined by student interest and teacher availability and interest in potential clubs. Clubs normally begin after Labor Day, but with the campus expansion this year, should begin in late fall.

Code of Conduct

(Zero Tolerance Offenses & Search Policies)

Dear Parents and Students:

Remember that *Ivy Academy* is a charter school. This means that any appeals for conduct resulting in suspension are heard by the *Ivy Academy* Board of Directors, NOT the Hamilton County School Board.

Student achievement is our primary focus for our schools. To provide the best opportunity for learning requires a safe and secure environment. It is the expectation of the Administration and Staff of *Ivy Academy* that every classroom will be a place where students can learn without disruption.

In order to maintain a climate conducive to learning, guidelines for student behavior are outlined in this *Student Code of Acceptable Behavior and Discipline*. The *Ivy Academy* Board of Directors and the Hamilton County Board of Education support measures that promote a safe environment where effective instruction can take place.

All of us have a responsibility to follow these rules and show respect to our peers, teachers and those in authority. We ask that parents read this code, discuss it with your child, sign the attached Parental/Student Notification Form, and return it to your child's school. Additionally, students in grades 6-12 are also asked to read the code and sign the attached form before returning it to your school.

Our students and teachers deserve an environment where everyone feels safe and where learning takes place. Supporting your child's principal and teachers will allow everyone to succeed.

Thank you for your support.

Rev. 7/15

The following are summary descriptions regarding the Code of Conduct, zero tolerance offenses, major and other offenses, and suspensions and appeals.

CODE OF CONDUCT

***Ivy Academy* students are expected to behave in a way that does not interrupt the education of other students, or endanger other students or themselves. Violence, bullying, non-attendance or tardiness, substance abuse, protests, and other unacceptable behavior are not permitted.**

The Code is designed to create a safe and secure environment on school campuses, school buses, and at school functions. The code's objective is to establish an environment which encourages student interaction and school pride. It will support and recognize positive behavior.

If evidence is found to reasonably indicate that the student (while attending school or traveling to or from school on a school bus) has been the victim of an applicable offense identified in TCA40-38-111(g) or the attempt to commit an applicable offense as defined under TCA 39-12-101; the student has the right to attend another grade-appropriate public school in the district.

ZERO TOLERANCE OFFENSES

According to state and federal law, a student who commits a zero tolerance offense is expelled for one calendar year, unless modified by the Director of Schools. This includes offenses on school properties, including buses and at school-sponsored activities. All violations will be reported to local law enforcement officials.

ZERO TOLERANCE OFFENSES (Defined)

- possession of a firearm, explosive, poison gas device, bomb or similar device.
- illegal possession of a controlled substance or drug
- striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO.
- transmitting by an electronic device, a credible threat to cause bodily injury or death to another student, or school employee, when the threat causes actual disruptive activity at the school.

The following offenses may result in at least a calendar year suspension:

- possession of a knife or any device capable of inflicting injury to another individual

- possessing, transferring or receiving drug paraphernalia, non-prescription drugs or “look-alike” drugs

MAJOR OFFENSES (resulting in short-term suspension or possible expulsion)

Alcoholic Beverages

Selling of alcoholic beverages

Incident will be reported to local law enforcement officials. *First offense – suspension of up to 85 days.*

Second offense – may result in expulsion

Possession and/or use of alcoholic beverages. Incident may not be reported to law officials

First offense – suspension of at least 20 days.

Second offense – suspension of 85 days or more.

Third offense – expulsion

Arson

Setting fire to or burning, or initiating the burning of any school property

Aggravated Assault

Physically attacking another person which results in bodily injury.

Fighting

Injuring or offensively touching another student during a fight.

Gang Activity

Gang-related activity at school or any school function.

Interference With Government Operations

Spreading false rumors of a bombing, fire or another emergency (This includes bomb threats)

Robbery

Taking another person’s possessions or money by force or fear

Sexual Offenses

Conduct of a sexual or indecent nature towards another person that is accompanied by actual physical force.

Threats

Threatening a person with the intent to take their money or property, or causing them to do anything against their will. Any threat to do harm to self or others will be taken seriously

Trespassing

Unlawfully entering a public school, grounds, or school bus

Vandalism

Damaging or defacing any property belonging to the state, county, city, or to another person on school grounds or at a school function

There are other state and federal violations that have not been listed. Violations of all laws will be reported to law enforcement officials when necessary. Appropriate discipline will be initiated by the school.

OTHER OFFENSES (resulting in short- or long-term suspension)

Bullying/Harassment/Cyber-Bullying/Hazing is a violation of HCDE School Board Policy. Claims of bullying/harassment/cyber-bullying are to be directed to the building administrator for investigation without the fear of reprisal or retaliation. False accusations as a means of reprisal or retaliation will be disciplined in accordance with district policies, procedures, and agreements.

- **Bullying** is defined as unwanted, aggressive, repeated behavior that involves a power imbalance (verbally, physically, and/or emotionally) and places a student in reasonable fear and causes a hostile education environment.
- **Harassment** (sexual, racial, ethnic, religious) includes words, gestures, threats, or any other conduct that is severe, pervasive or persistent and creates a hostile environment that interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school.
- **Cyber-Bullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include mean text messages or emails, rumor sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles.
- **Hazing** is any act intended to or reasonably be expected to have the effect of humiliating, intimidating or demeaning a student or endangering the mental or physical health of the student committed by an individual or group against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization affiliated with any school or program operated by the school district.

Cellular Phones

Unauthorized use of a cellular phone while on school property, including buses, or at a school-sponsored event, without the permission of the school principal or his/her designee.

Stealing

Taking a person's property without their permission or knowledge

MISCONDUCT (resulting in discipline at the discretion of the principal)

Attendance

Skipping school or leaving school without permission or tardiness. Parents and guardians are responsible for their students' attendance. There are penalties for parents and guardians who break this law.

Disrespect To Teachers/Administrators

Failure To Serve Detention Or Attend Saturday School

Forging An Official Note To/From School

Improper Conduct

Improper Dress, Cleanliness and Grooming

Dress or grooming that is, or could be, disruptive of others' education shall not be permitted. Hats or other types of head wear are not permitted without the principal's approval. Students are expected to follow the dress or uniform code of the school.

Indecent Language

Littering On Campus

Off-Campus Conduct

A student may be suspended for conduct away from school, if the conduct could disrupt the education process at his/her school.

Tobacco Possession/Use (including electronic cigarettes and unregulated nicotine products)

Incident will result in a citation by the school principal/resource officer.

CORPORAL PUNISHMENT

Corporal punishment is defined as physical discipline. Corporal punishment must be approved as policy for the school by the principal, and students must be notified what misconduct could result in this type of discipline. It is not intended to be used as a first method of discipline, but after several other methods have been used to modify a student's behavior. Corporal punishment must be witnessed by a second school official or teacher. A parent can then request a written explanation of the reasons for the punishment and the name of the witness.

SEARCHES

Students have the right to be safe and secure at school and pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property will be subject to random administrative searches. Refusal to cooperate with a reasonable request may result in disciplinary action.

LOCKER USE

The school has the authority and control over the locker and may gain access to it at any time. Any lock to which the school does not have the key or combination will be removed by the school.

STUDENT VEHICLES ON SCHOOL PROPERTY

Students of driving age are permitted to operate their own vehicles on campus if they have proof of liability insurance coverage and pay required parking fees. However, a student shall permanently lose the privilege to have a vehicle on school grounds if the student is observed being reckless with the vehicle, involved in any manner with drugs or drug paraphernalia, other controlled substances including alcohol or possession of a weapon. A principal may prohibit a student from driving a vehicle on school property for a specific period of time for violation(s) of any school regulations. Vehicles parked on school property are subject to search. Parking fees will not be refunded at any time. The school system is not liable for any loss or damage.

SCHOOL BUS TRANSPORTATION

By law, school bus transportation is a privilege and not a right. A student shall be prevented from using school bus transportation if his/her behavior physically endangers other riders, causes problems on the school bus or when he/she breaks state and/or local rules and regulations pertaining to school bus transportation. See above Bus Conduct guidelines.

SUSPENSION PROCEDURES

Short-Term Suspension Of Ten Days Or Less

The student will be informed of the reason for suspension prior to serving the suspension. If the student denies the charge, he/she will be given an informal hearing where an explanation of the evidence is given and the student is afforded an opportunity to respond. If a student's presence in the school is posing any danger to other students or school officials, or a continual interruption of student education, the student will be removed from the school immediately. In this case, the notice, information hearing, and parent notification will follow as soon as possible. The matter may be referred to local law enforcement officials.

When a student is suspended, the principal will notify the parent or guardian and the Director of School of the suspension, cause and condition for readmission within 24 hours.

If the suspension is more than five days, the principal will develop a behavior modification plan which will be reviewed by the Director of School upon request.

A short-term suspension of ten days or less cannot be appealed beyond the school level.

Long-Term Suspension and Expulsion

School administrators will notify the parent or guardian and the Director of School of a student suspension of more than ten days, the cause and conditions for readmission within 24 hours. The administrator will give written notice to the parent or guardian of the suspension and their rights to appeal. The notice will be sent by mail or be hand-delivered.

The administrator will develop a behavior modification plan for the student, which will be reviewed by the Director of School upon request.

APPEALS PROCEDURE (for long-term suspension or expulsion)

Appeals will be filed with the administrator (*Ivy Academy* Executive Director, Principal) who suspended the student in writing, within five calendar days of the notice.

The first level of appeals for a non-zero tolerance offense is to a committee of three school administrators. The hearing will be held not later than ten school days after the first day of the suspension. A school representative and the parent/ student will be allowed to present the case to the committee regarding the suspension. Either party may have an attorney present as a silent witness.

The committee may:

1. Decide in favor of the school administrator
2. Override the suspension
3. Assign the student to an alternative program
4. Suspend the student for a specified length of time

The decision may be appealed to the second level, which is the *Ivy Academy* Board of Directors, in writing within five calendar days. The Director of School or his/her designee has the right to any of the same four options as the appeals committee.

The first level appeal for a zero-tolerance offense is the *Ivy Academy* Board of Directors..
Only the Director of School can modify a suspension for a zero-tolerance offense.

NOTE: This code will be implemented in compliance with the requirements of applicable Federal and State statutes and accompanying regulations governing the appropriate discipline of students suspected or identified as having a disability.

It is the policy of the *Ivy Academy* Board of Directors and *Ivy Academy* not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies.

A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes:

- (1) The Rehabilitation Act of 1972, Section 504;
- (2) Title VI of the Civil Rights Act of 1964; or
- (3) Title IX of the Educational Amendments of 1972.

The **2018-2019 Parental/Student Acknowledgement** form acknowledging the receipt of the *Hamilton County Schools' Student Code of Acceptable Behavior and Discipline* pamphlet (provided in electronic format above) has been read and agreed to is located on the *Ivy Academy* website under the Back to School tab. Students in grades six (6) through twelve (12) shall sign this form, whereby their signature acknowledges that the student understands the content of the code. Parents/guardians are requested to sign and date this form. This form will be turned in within the first two weeks of the beginning of the school year.

In addition to endorsing the *HCDE* Code of Conduct, *Ivy Academy* has established its own behavior and bullying rubrics with regard to poor behavior choices and bullying/harassment incidents. These rubrics are the first default for administration when addressing discipline in these areas. **In all matters of opinion, the administrative decision will stand.** Please refer to these rubrics in the appendices at the end of the student handbook.

Counseling Services

Philosophy

Our comprehensive school counseling program is predicated on the belief that all students are unique and dynamic individuals, capable of becoming responsible and productive adults. The program is proactive and preventative in nature and we are committed to meeting the needs of ALL students.

Although working with students is the primary focus of the mission and philosophy; communicating, coordinating and consulting with administrators, teachers, parents, and community agencies are integral to the work of our Counseling Program.

Services Provided

While it is impossible to list all of the services provided by our school counseling department, the primary areas of service include individual counseling, small group counseling, advisory assistance, scheduling, testing, classroom guidance, academic counseling, and college and career counseling.

Throughout the counselor's work with students in each of the following areas, confidentiality is very important. The school counselor keeps information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed. Counselors will consult with appropriate professionals when in doubt as to the validity of these exceptions. In addition to the *Ivy Academy* school counselors, we have a student health support assistant who will also be available for the same emotional counseling services as our in-house school counselors. The guest counselor will not offer academic counseling.

Dismissal Policy

Only **official guardians** may dismiss students during school hours (7:40 a.m. to 2:45 p.m., Monday through Friday). Dismissals should take place no later than **2:15** or prior as to not interfere with end of day dismissal traffic. The guardian must physically sign the student out at the school's front desk in order for the student to leave campus during the school day. A current photo id (i.e., driver's license) must be provided to excuse the student. Exceptions will only be made for those persons designated with permission to check a student out on the student's information sheet in his/her file, and with appropriate permission requests if the student drives his or herself to school. This form is filled out with the student's enrollment packet the beginning of each school year. Those on the student's check out list may take the student off campus only with prior written permission from the parent. **Verbal permission the day of dismissal will not suffice. Verbal permission AND electronic correspondence must be received by 2:15 of the school day to allow dismissal.**

The following persons may NOT check out *Ivy Academy* Students:

1. Persons not specified in the student's personnel file prior to day of dismissal
2. Parents of other students unless otherwise specified via written permission in the student's personnel file *prior to day of dismissal*
3. Other *Ivy Academy* students
4. Any person under the age of 21
5. Siblings unless over 21 and designated in student's personnel file prior to day of dismissal

If you have questions about this policy, or to add a person to your student's check out list, please contact the school's main office: 423.305.7494, or visit during school hours.

Dress Code/Uniform Purchases

Ivy Academy is an outdoor learning school therefore our uniform reflects the needs of outdoor learning. We recommend each student bring a change of clothes to keep in their locker due to weather and hiking conditions. **The Ivy Dress Code is also evolving in response to security needs and the need to decrease variability.**

As we expand the learning areas of our campus with new buildings and outdoor classrooms, we want to be proactive about security in the expanded spaces by making every *Ivy* student identifiable at all times. We want to be able to see at a glance and at a distance who is and who is not an *Ivy* student--indoors and outdoors. To do this, we are now requiring all outerwear to be *Ivy-issued apparel*, also--uniform and outdoor-ready. This means that **by the first day of school**, all *Ivy* students are **required** to have the following: a minimum of three (3) *Ivy Academy* T-shirts, an *Ivy Academy* sweatshirt and an *Ivy Academy* rain jacket.

Ivy dress code with regard to pants, shorts, shoes, etc. is not changing, except that we are adding camouflage to accepted pants and shorts. As always, students' apparel should be worn appropriately and without holes, tears, rips, graffiti, etc. **EVERY student will be required** to have the **new *Ivy Academy* rain jacket and *Ivy Academy* sweatshirt**, which can be worn indoors or outdoors and are outdoor-ready in all weather conditions. *Ivy* Jackets and *Ivy* hoodies will be "grandfathered" in; however, hoods may not be worn over the head indoors.

We are adding three new colors for T-shirts, wine, hunter green and navy blue. In addition to the new T-shirts, rain jacket, and sweatshirt, hunter green polo shirts with the *Ivy* logo may be purchased through *Educational Outfitters*. The polo is an optional purchase and not required this year.

In addition to increasing security, we believe that requiring more "uniformity" indoors and outdoors will decrease variability and staff time bringing students into compliance with dress code and increase student instructional time.

As we develop our *Ivy Academy* brand with *Educational Outfitters* and approach the cooler months, we will be adding jackets, sweaters, hats, beanies, etc. We will also have limited shirts and specialty items for sale throughout the year.

Students are required to come to school every day in uniform. If parents or guardians do not or cannot make sure their student is in uniform and the student comes to school out of uniform, the parent will be called to bring dress code clothing to the school.

Students who consistently (three or more times) disregard the dress code, especially by getting out of dress code (i.e., having the needed items in their backpack and changing into dress code only when asked) will be required to miss the next club time, and/or

serve ISS, perform community service at the school, and will not be allowed to participate in the next *School-Wide Positive Behavior* or school community event.

Uniform Purchases

All *Ivy Academy* apparel will be ordered through *Educational Outfitters* on Gunbarrel Road. Orders can be taken in-store or online.

In-store:

Educational Outfitters

2273 Gunbarrel Road #107

Chattanooga, TN 37421

(in same complex as *Office Depot*, just behind *Chuy's Tex-Mex* restaurant)

Online: <http://chattanooga.huntsville.educationaloutfitters.com/find-my-school/ivy-academy/>

Problems ordering online? Call Educational Outfitters at 423-894-1222.

Required Back-to-school Wear (August, September)

Minimum 3 Ivy Academy t-shirts (colors for 18-19 SY - wine, navy, green)

1 Ivy Academy rain jacket (blue) - no other color choices

1 Ivy Academy sweatshirt (gray) - no other color choices

Optional:

Ivy Academy polo - green (only option)

Ivy Academy caps are available for purchase in five different colors through Educational Outfitters.

Incoming students/families should purchase new t-shirts from *Educational Outfitters*.

Returning students/families are encouraged to purchase new t-shirts from *Educational Outfitters*; however, students with *Ivy Academy* t-shirts from previous years may wear them as long as they look presentable (NO rips, stains, holes, major marks, etc.)

Other clothing/apparel (hats, further shirts, winter wear, etc.) will be added to the online store after the beginning of the school year.

Hoodies and hats with the *Ivy Academy* logo, still in good condition from previous years, may be worn. However, the hood on the hoodies may not be worn inside, or if a teacher asks a student to take the hood off of his or her head at any time.

Shirts

An approved *Ivy Academy* T-shirt must be worn **every day**. The *Ivy* shirt must be visible at all times and not covered by a jacket. During cold weather months a long-sleeved shirt such as an *Under Armor* undershirt, or a long-sleeved waffle thermal shirt may be layered underneath the *Ivy* t-shirt for added warmth so that students do not need to wear a jacket or sweater while indoors. *Ivy* shirts should not be modified in anyway such as cutting the neck, writing on them, or cutting off the sleeves. **Modified shirts are considered to be out of uniform. It is the expectation that *Ivy Academy* t-shirts will be worn under *Ivy Academy* sweatshirts.**

Event shirts w/out the *Ivy Academy* logo,(e.g., service projects shirts, corporation sponsored shirts *Blood Assurance*, *Envirothon*, Memorial Hospital *Preventing Dating Violence* shirts, *Ivy Academy* sports team shirts, college and sports team shirts, etc. may be worn only on “dress down days” when those days are offered throughout the school year. **It is the expectation that if the choice is made to NOT wear an event shirt on the designated day, the regular *Ivy Academy* t-shirt will be worn.**

Seniors who are accepted to a college may wear a sweatshirt with the college logo one time after being accepted to that college. Seniors will be recognized during lunch assembly when they are accepted or the day when they wear the shirt. Clearance to do so must be given by the high school dean.

Jackets, Sweatshirts, Sweaters

Students should wear the *Ivy* jacket, sweatshirt, and sweater (when added) in the cooler months when outerwear is needed. **Jackets should be put away** or unzipped/unbuttoned while indoors. The building is kept at 68 degrees in the winter, which is warm, considering the travel into and out from the building, trying to keep the temperature variance between indoors and outdoors to a minimum for student health. Please see the undershirt suggestions in the shirt section for added warmth during the winter. Remember, we provide a way so that a jacket is not needed indoors by allowing students to wear a long sleeved shirt underneath their *Ivy* t-shirt.

Pants

Solid colored pants, skirts, or shorts must be of appropriate size and length. **No sagging pants!** Shorts and skirts must fall no shorter than 4” above the knee. No holes, rips, tears, or worn, threadbare jeans. No leggings, jeggings, tights, pajama pants, or sweatpants.

Shoes

Shoes must be comfortable and appropriate for hiking. No flip flops or backless shoes. Sandals are allowed, but they must be appropriate for hiking such as *Keens*, *Chacos* or *Tevas*.

Hats

Students may only wear *Ivy Academy* hats. These hats must be worn appropriately, not cocked to the side or pulled over eyes. Students may only wear *Ivy Academy* toboggans during December, January, February or March. Wearing hats is a privilege which may be forfeited by the student if the hat becomes a distraction to learning, as interpreted by *Ivy* staff. Hat and toboggan orders can be placed throughout the year via the *Educational Outfitters* website.

2018-2019 Ivy Academy Dress Code “Snapshot”

This <u>IS</u> Dress Code.	This is <u>NOT</u> Dress Code.
<ul style="list-style-type: none">• Jeans, khakis, and shorts (no shorter than 4” above the knee). All must be <u>SOLID</u> in color. The ONLY EXCEPTION is camouflage pants.• Solid skirts 4” above the knee or longer are allowed for religious purposes if knee-length bicycle shorts are worn underneath.• Anything with belt loops MUST have a belt	<ul style="list-style-type: none">• Knit pants, including sweatpants and basketball pants• Jeggings, leggings, tights, pajama pants• Shorts or skirts solid in color or camo but shorter than 4” above the knee• <u>Any</u> pants or shorts with holes, “cut marks,” rips, tears, “thread-bare” or worn pants/jeans• <u>No sagging pants</u>
<ul style="list-style-type: none">• <i>Ivy Academy</i>-issued T-shirt• <i>Ivy Academy</i>-issued team shirt• <i>Ivy Academy</i>-issued, approved polo shirt• <i>Ivy Academy</i>-issued button-down shirt• <i>Running w/ Sasquatch</i> T-shirts, service T-shirts, etc. to be worn only on special occasions, as designated by admin	<ul style="list-style-type: none">• <i>Running with Sasquatch</i> T-shirts, camp T-shirts, and other service T-shirts when worn NOT on special occasions as designated by admin• Solid colored non-Ivy-issue T-shirts or polos• Ripped or “shredded” <i>Ivy Academy</i> T-shirts• <i>Ivy Academy</i> T-shirts with graffiti (e.g. signatures, drawings, etc.)• Sports team, advertising, band/music group T-shirts worn NOT on special occasions as designated by admin

This <u>IS</u> Dress Code.	This is <u>NOT</u> Dress Code.
<ul style="list-style-type: none"> • <i>Ivy Academy</i> pullover hoodie • <i>Ivy Academy</i> crew neck sweatshirt • <i>Ivy Academy</i> sweater • <i>Ivy Academy</i> jersey • <i>Ivy Academy</i> rugby 	<ul style="list-style-type: none"> • Non-<i>Ivy</i>-issue solid pullover hoodie • Non-<i>Ivy</i>-issue solid sweatshirt or, sports team sweatshirt, college sweatshirt • Non-<i>Ivy</i>-issue and/or “extended-length” sweaters that fall below the waist • Plaid or “patterned over” shirts • Solid half-zip or half-button shirts, Henley style
<ul style="list-style-type: none"> • <i>Ivy Academy</i> zip up jacket/fleece with <i>Ivy</i> T-shirt underneath • <i>Ivy Academy</i> rain jacket 	<ul style="list-style-type: none"> • <i>Ivy Academy</i> zip up jacket/fleece WITHOUT an <i>Ivy</i> T-shirt underneath • Any <i>Ivy Academy</i> rain jacket WITHOUT an <i>Ivy</i> T-shirt underneath
<ul style="list-style-type: none"> • <i>Ivy Academy</i> puffer jacket, winter coat, etc. with <i>Ivy</i> t-shirt underneath 	<ul style="list-style-type: none"> • <i>Ivy Academy</i> puffer jacket, winter coat, etc. WITHOUT <i>Ivy</i> T-shirt underneath
<ul style="list-style-type: none"> • <u>Only</u> <i>Ivy</i>-issue hats, beanies and toboggans 	<ul style="list-style-type: none"> • Non-<i>Ivy</i>-issue hats, beanies, toboggans or other headwear, even if solid in color
<ul style="list-style-type: none"> • Trail-ready shoes, hiking boots or tennis shoes • Sport sandals like <i>Keens</i>, <i>Merrell</i>, <i>Chacos</i> or <i>Texas</i> (need not be name brand) • All sandals must have a back heel strap. 	<ul style="list-style-type: none"> • No flip-flops or backless shoes • No heels or wedges

Driving Privileges

Parking a personal car at *Ivy Academy* is a privilege for students, not a right. The permit cost for parking at *Ivy Academy* is a flat fee of \$20 per school year. If a student parks on campus without a permit, he or she will receive a minor referral each day parked illegally on campus. We will also need a copy of your insurance card for your file. The student driver will agree to the following:

1. I will follow the campus speed limit of 5 mph at all times

2. I will only drive students in my vehicle who have written permission from a parent/guardian to ride (provided the driving student follows state law regulations given the appropriate age in which they have their license)
3. I will only park in designated student parking areas.
4. I will exhibit/demonstrate model *Ivy Academy* behavior on and off campus while in my vehicle.
5. I will not “burn out”, “squeal” tires, or make distracting noises with my vehicle while on campus (including screaming out windows)
6. I will not go to my car during the school day.
7. I will not drive my vehicle on campus without administrator or teacher permission.

The driver will understand that breaking any of these rules will result in an immediate *ban from driving on campus for a minimum of one week* and possible revoking of driving privileges for the remainder of the school year.

Students who drive to school and accrue **four (4)** tardies, will have their privilege for driving to school suspended thru the end of the semester, or for the next thirty days, whichever is longer. A warning is issued at **two (2)** tardies. When three tardies have been reached a parent letter/phone call will be sent/made and a student verbal warning will be given.

Field Studies

In the parent/student compact, parents sign and agree to this policy:

"My student has my permission to go on field studies within a 55-mile radius of *Ivy Academy*'s campus. I understand that these field studies are required of all students and are a much-loved part of *Ivy Academy*'s curriculum. I understand that my child may be transported by school bus, school chartered van, parent chaperoned vehicle, or a staff/faculty member vehicle.

"I do hereby release from any and all liability and otherwise hold harmless all school personnel acting in their supervisory capacity for personal injury, damage to property, or any other type of loss that occurs during the course of this activity.

"I authorize *Ivy Academy*, the faculty/staff members, and chaperons to seek and arrange emergency medical care, hospitalization, or surgery that may become necessary in my absence, and I will assume financial responsibility. *Ivy Academy* will make every reasonable effort to properly supervise, control, and render safe all activities in the planned school programs."

I understand that my student may be restricted from attending any field study due to any or all of the following:

1. poor academic performance at the time of the field study

2. behavior problems (discipline referrals, ISS, OSS)
3. attendance issues (too many absences, too many tardies, truancy)

Class Syllabus

Every teacher will have a syllabus that delineates their course(s) for the year (or ½ year in some cases -- economics, health, personal finance, etc.). The syllabus will be specific to each teacher and the course(s) they teach. The basic reason for this is to communicate the teacher's course design (e.g., goals, organization, policies, expectations, requirements) to students and their parents. Other functions commonly served by a syllabus include the communication of course goals and content to colleagues and administration, how they wish to monitor their students behavior, assigning work and how it is graded, and to some extent, provide a future framework the student can draw from when they are enrolled in a college course.

Homework Guidelines

Homework is an extension of the learning experience and will the guidelines followed for each class will be in the teacher syllabus. As a school expectation, all teachers will have a policy for homework, make-up work, and late penalties for not turning homework in on time similar to what is written in the following sections:

Homework

All students are expected to do their homework thoroughly and turn it in on the date that it is due. All students have access to *Google* classroom and should refer to it for class assignments every day. Failure to check this mode of homework/assignment communication by the student does not serve as an excuse for incomplete or late homework.

Make-Up Work

Regardless the reason for an absence, students are responsible for asking teachers and/or referring to *Google* classroom for missed work and are responsible for completing assignments, quizzes and tests after an absence (excused or unexcused) in accordance with teacher guidelines found in their class syllabus. Work that is not completed according to the guidelines will be considered late and is subject to late work penalties decided upon by the teacher. **Note: unless there are extenuating circumstances, all work/assessments should be completed and/or turned in by the end of the quarter in which the work/assessment was assigned.**

When make-up work is requested, the teacher will be given one full school days' notice to allow time to gather the assignments and get them for the student if not already prepared..

In the case of illness: In general, a student will have the number of school days he or she was absent to make up work that was missed, once again making sure to refer to the class syllabus for the teacher's decision in this area.

Late Work Penalties - Unexcused and Excused Absences

The classroom teacher will have their policy regarding late work as it relates to unexcused absences in their classroom syllabus. In general:

- Students who miss a quiz due to an unexcused absence will be penalized as the teacher deems appropriate and will not receive full credit for the quiz if they are going to make up the missed quiz. The teacher will decide the amount of the deduction. Consistency will be the norm for the teacher to follow as he/she addresses the unexcused absence(s).
- Students who turn in a paper/project late due to an unexcused absence will be penalized as the teacher deems appropriate and will not receive full credit for the paper/project once it is turned in for credit. The teacher will decide the amount of the deduction. Consistency will be the norm for the teacher to follow as he/she addresses the unexcused absence(s).
- Students who fail to make up work for excused absences in the time specified in the classroom syllabus will not receive full credit for the work (quiz, test, project, paper, etc.), potentially earning a grade of "zero" for never completing the assignments. See the classroom syllabus for more information.
- Tests will need to be made up in a timely manner deemed appropriate by the teacher.
- Note: all work/assessments assigned in the quarter that is missed due to any type of absence should be completed by the end of the quarter.

NOTE: Students are responsible for reading and following academic policies. "I didn't know" is not an acceptable excuse.

High School Grade Level Classification (credits recorded on school transcript)

Freshman: 0-5 **Sophomores:** 6-11 **Juniors:** 12-17 **Seniors:** 18 and up

Graduation Requirements/Walking Policy

Students are required to have the following for HS graduation:

English	4 credits
Math	4 credits (1 each year)
Science	3 credits (Bio, Chem or Physics, one additional lab science – Env Sci, Sci Res, Geology, Marine Science)
Social Studies	3 credits US History, World History, Economics (1/2 credit), Civics (1/2 credit)
Foreign Language	2 credits (same language)
Wellness	½ credit
Fine Arts	1 credit
Personal Finance	½ credit
Physical Education	1 credit (automatically awarded upon graduation from Ivy)
Electives	3 credits (these credits vary by year)

*Students who are within 2 courses of completing requirements of their high school diploma may request to walk at the commencement ceremony. Students may request to walk after a final meeting has been held with the guidance counselor and administration, and student signs a contract for a plan of credit recovery through summer coursework. Summer credit recovery coursework must be completed by June 30 each year. A diploma will not be issued to any student until all coursework has been completed.

***Any student classified as a senior at the end of the academic school year, who does not satisfactorily complete a Senior Project or is coded as “TRUANT” Status WILL NOT walk at the commencement ceremony.**

****Furthermore, if the above conditions are not relevant, but a student is currently suspended, has been suspended during the second semester, or is remanded to an alternative setting during the second semester of their graduating year, WILL NOT be eligible to walk at the commencement ceremony.**

*****A senior student failing any class at the time of the senior trip will be disqualified from participating in the senior trip. Those students will remain on campus, participating in their regular class schedule to focus on academics.**

Valedictorian and Salutatorian Requirements

- Students must fully participate/complete a senior project **AND** participate/complete two or more of the following: Honors program (all core courses taken during the senior year), academic team, AP courses (two AP courses may count), Dual Enrollment (two Dual Enrollment courses may count). AP course and Dual Enrollment can be taken throughout HS, not just during senior year.

- Two highest GPAs of the senior class (higher of the two becomes valedictorian)
- Minimum ACT score of 21
- Only students who have completed ALL their credits can be valedictorian or salutatorian. Students who will have to attend summer school to complete diploma requirements cannot qualify for this distinction.

Lunch

Students ordering lunch, must sign up for lunch each day. If a student forgets lunch or lunch money they may charge up to 4 school days. It is vitally important to turn in free and reduced lunch forms. Students may pay for lunch and breakfast to the SNP Coordinator at breakfast time only.

Medication/Medical Information/Liability Forms

All medication must be turned into the front office with a complete Medical Administration form. It is kept locked and dispensed upon prescribed need. It should be brought to school by a parent, and NOT sent by the student on the bus.

Students under 18 years of age shall not be allowed to check in medication at the front desk. Per County policy, *Ivy Academy* cannot give any medication, not even a headache medicine or antacid. **There will be no exceptions.** Any non- prescription medication kept by the school must be accompanied by a doctor's note about how to administer. This includes ibuprofen and *Tylenol*.

The Administer Medicine During the School Day, Parent and Medical Information, and Waiver of Liability for a Minor forms are found on the *Ivy Academy* website under the Back-To-School Tab.

Outdoor Learning Environment Agreement

Ivy Academy is a learning environment that includes 7,000 acres of forest wilderness, ravines, steep inclines, river beds, streams, and creeks. Exposure to these risks and the potential contact with poisonous vegetation could also occur. There should be an understanding that there are risks involved with using wilderness learning environments. To help deter some of these dangers, it is mandatory that students attending *Ivy Academy* dress in appropriate attire for these conditions.

Additionally, students must stay on the trail with their class and teacher. Veering from the group and path could result in serious injury or getting lost. The Outdoor Learning Environment Agreement will be found on the *Ivy Academy* website under the Back-To-School Tab.

Project Based Learning

PBL at *Ivy Academy* is:

- A journey undertaken by a group of students in the same grade level with a particular purpose.
- A process that leads to a meaningful product.
- A learning event that integrates standards from multiple subject areas.
- A way for students to reach higher level thinking (Level four of Webb's DOK) while demonstrating mastery of content standards.
- An academic and environmental focus.
- An authentic experience with real world problems, real world opportunities and application, and -most importantly- a goal of real world solutions.
- Students share knowledge/findings with interested and invested community members

PowerSchool/Grading

You and your student will receive a *PowerSchool* login from their respective school counselor: Mrs. Hillis (HS), Mrs. Witty (MS). If you do not have this login, please email the respective school counselor. Once given the *PowerSchool* login, go to <http://powerschool.hcde.org/public/> and type in your username and password. From there, you can see your students' grades (updated weekly) and schedule.

PowerSchool will be used as the exclusive data collection system for grading. Teachers will present standards-based lessons, with the traditional 0-100 percent grading scale. This is a "hybrid" version, as a 1-4 scale was used in past years at *Ivy Academy* to determine student mastery of a standard.

Things to consider with the hybrid standards-based grading/traditional recording of grades system:

- Allows teachers more autonomy in course specific grading practices for the 2018/2019 school year;
- Replaces "I can do it later" student thinking. Holds students, parents, and the teachers to more timely accountability, realizing that at the end of each quarter, the quarter is closed on all assignments, tests, quizzes, etc. making them "locked" with the earned grade for that quarter with no opportunity to return and re-assess for that previous quarter's work;
- Once a quarter closes, the expectation holds that all the standards for a course will still be covered throughout the school year. A standard can be listed in multiple quarters, but requires a new assignment attached to it for that quarter;

- Parents will only have to use one technology to check on student class grades, achievements, assignments.
- *PowerSchool* will have 4 quarters for grades, allowing teachers to outline exactly which standards they will cover per quarter, reflected in the classroom syllabus as well

The final grade for the year will average the semester 1 and semester 2 grades (also composed of the EOC grade or TCAP grades). Students will still receive their final grade for their courses at the end of the year, or semester, accordingly since this is one of the founding principles of the *Ivy Academy Charter* (it's not over until the students wins).

- The *PowerSchool* gradebook will be set and weighted as follows:
 - Tests and Quizzes = 40% (This includes chapter tests, periodic tests, topic tests, and projects)
 - Homework = 40% (This includes homework, classwork, participation grades).
 - Exam = 20% (End of quarter exams)

***An exception to this scale will see an adjustment in the 4th quarter grade as EOC and TCAP scores will count as 10-15% (dependent upon state requirements) of a student's 4th quarter grade.**

It is the expectation that tests, quizzes, and projects will receive the grade one time, while homework/classwork that covers the standards may be re-assessed in the quarter in which it is assigned.

- The consequences for homework that is NOT turned in will be decided upon by the teacher and delineated in the classroom syllabus, however, missed homework will not be collected from a previous quarter once the quarter has closed..
- Parents will direct all issues of grading, homework, etc. with the teacher, not admin or guidance office.

Report Cards

Report cards will be electronically reported through *PowerSchool*. Reminders will be sent home during the school year, with reminders about Progress Reports sent midway between each reporting period as well. The 4th quarter report card will have the student's final grade for the year. Access to a student's grade can be obtained at anytime via the login and password codes sent at the beginning of the school year. When transcripts are needed, a request will be made to the school counselor who will fulfill the request.

School Calendar

Our school calendar is located on the *Ivy Academy* website home page.

Social Media

Students enrolled at *Ivy* should consistently display the *Ivy Way*. Students who use a social media platform for displaying profanity, inappropriate photos, offensive language, bullying or harassing statements can receive “consequences” for such actions at school, even if the post was made during non-school hours. Enrolled students are a representation of our school to the community at all times. Public postings represent our school, whether they are intended to do so or not, therefore *Ivy* will “police” them.

Student Recognition Awards

Faculty Recognition List

The **Faculty Recognition List** honors students who have distinguished themselves in their classes by their exemplary work ethic each quarter. It is not meant to be a reflection of high grades, but rather of those qualities that enhance learning for the student, his teacher, and his classmates. A student who is nominated for this list should demonstrate all of the following qualities:

- Active involvement
- Significant investment of time and energy toward academic goals
- Enthusiasm about course material
- Eagerness to explore topics fully
- Initiative in expressing ideas and in seeking out the teacher’s assistance
- Punctuality

Principal’s List (Middle School), Dean’s List (High School) and Honor Roll

Students achieving extraordinary academic success are recognized at the end of each semester quarter. In order to be named to the **Principal’s List or Dean’s List**, a student must earn all A’s. To be named to the **Honor Roll**, a student must earn all A’s and B’s. Pass/Fail Courses must have a passing mark to qualify for each distinction. In addition to the letter grade requirements, A student who is nominated for this list should demonstrate all of the following qualities:

- Active involvement
- Significant investment of time and energy toward academic goals
- Enthusiasm about course material
- Eagerness to explore topics fully
- Initiative in expressing ideas and in seeking out the teacher’s assistance
- Punctuality

Ivy Academy Parent Compact 2018-2019

ATTENTION PARENTS: Please initial each item and sign at the bottom!

____ I understand that Ivy Academy is a school of choice for my student. It is a privilege for my student to attend here. Ivy is a Tennessee diploma, college, and career preparatory school with an environmental focus. My student may attend their zoned school next year if they do not live up to Ivy Academy conduct or attendance expectations, but they may not transfer out to their zoned school during the year per Hamilton County policy, nor may they attend Hamilton County's alternative school if extended suspensions occur.

____ I commit to attending the student-led conferences held only two (2) times per school year--once in the fall and once in the spring.

____ I commit to serve two (2) volunteer hours per quarter for a total of eight (8) parent volunteer hours per year. It is my responsibility to seek out opportunities to serve, as well as respond positively to requests to serve. Ivy Academy has a parent volunteer coordinator with whom I can always reach out to for ways to involve myself at Ivy (423-305-7494).

____ I understand that Ivy Academy is an *outdoor school* and that my student will have classes outdoors, unless the weather is prohibitive, in cases when the temperature or wind chill is below freezing, or the heat index is above recommended safety levels. I understand that because of the environmental focus, my student may work outdoors in the garden, collect water samples from the creek, or monitor tree health. These are dirty jobs and my student may get dirty, sweaty, or cold. Students must have a doctor's note if they need to stay inside, *but this should not happen frequently*. I acknowledge the risks involved with wilderness learning environments.

____ I will immediately notify the school by visit, telephone, note, or email if my contact information changes, including telephone numbers, email addresses, U.S. mailing address, or residence address. I will confirm that the school has the correct information recorded.

____ I will support the Ivy Academy staff in efforts to create a positive learning environment for my student by returning calls and emails promptly, and by monitoring my student's progress in Powerschool. I will establish a time for homework and review the work regularly, provide a quiet, well-lighted place for study, encourage my child's efforts and be available for questions, stay aware of what my child is learning, provide a library card for my child, and read with my child and let him/her see me reading.

____ I will address any concerns directly with the school staff.

____ I will make sure my child arrives to school *on time* and attends regularly. I understand that Ivy Academy fully complies with the state of Tennessee compulsory attendance laws and will abide by the truancy policy. Excessive absences will result in a court appearance. I understand that after five (5) unexcused absences, the truancy process for my child will begin. ****Note: parent excuses MUST be written--a phone call is not sufficient.**

_____ I will require my student to abide by the dress code and provide clothing so they can do this. Ivy has done everything possible to keep uniform costs low and is sensitive to the financial concerns many families have. Ivy will have limited funds to assist in this area. If my family finds itself in this situation, I can email my financial concern for consideration to: financialassistance@ivyacademychattanooga.com.

_____ I will contact the *school* during class hours, rather than texting or calling my student directly.

_____ I understand that electronic devices such as cell phones, MP3 players, cameras, etc. are only permitted before 7:45 AM, after 2:45 PM or with teacher permission for academics. If the student is found using electronic devices during prohibited times, I support the decision to give the device to Ivy staff without defiance, disrespect, and/or resistance. Confiscated electronics pose a risk of theft and are not the responsibility of the school.

_____ In the event of non-compliance by my child with regard to school rules, electronic devices policies, and dress code, I agree to support Ivy staff and any disciplinary consequences to my child's negative choices. If a consequence to a negative choice is a conference, out-of-school suspension, or being sent home for the day, I agree to attend said conference and make arrangements for my child to be picked up in a timely matter.

Parent/Guardian Signature _____ Date _____

Ivy Academy Student Compact 2018-2019

ATTENTION STUDENTS: Please initial each item and sign at the bottom!

_____ I promise to do my best to promote an excellent learning environment for myself and my classmates. I will abide by the Ivy Way: ***We are the young men and women of Ivy, and this is the Ivy Way: We treat others as we wish to be treated. We speak appropriately and truthfully. We act with integrity. We are the young men and women of Ivy.***

_____ I understand that **Ivy Academy** is a school that I have chosen. It is a privilege for me to attend here. **Ivy Academy** is a college and career preparatory school. **Ivy** is not an alternative school, or a school for behavior modification. I will return to my zoned school next year if I do not live up to **Ivy Academy** conduct or attendance expectations, but may **not** transfer out to my zoned school during the year per our agreement with Hamilton County, nor may I attend Hamilton County's alternative school if extended suspensions occur.

_____ I understand that **Ivy Academy** is an outdoor school. I will go outside with my class and will participate in outdoor activities. I understand that being outside is an essential part of **Ivy Academy** and a privilege. School policy is that students remain indoors if weather conditions are below freezing temperatures, an unsafe heat index, or lightning, all of which make outdoor learning unhealthy. While outside, I will respect the environment and strive to keep it clean. If I frequently cannot go outdoors, I should not attend an outdoor school as my school of choice.

____ I will come to school prepared. I understand that being prepared includes having all materials and completed assignments I need for class. Being prepared also means being alert and attentive during class, asking questions when I do not understand, contributing to intelligent discussion in class, and giving my best effort on school assignments. I understand this requires adequate rest and time outside of class working on my assignments.

____ I understand that a dress code is not designed to restrict my freedom, but instead is intended to create a positive learning environment. ***I will abide by the dress code at all times.***

____ I understand as an **Ivy** student that I am a representative of **Ivy** wherever I go. Bus stops and bus rides are counted as school grounds.

____ I will abide by **Ivy Academy's** electronics policy. I understand that I may only use electronic devices (**MP3 players, cell phones, cameras, earbuds, etc.**) before 7:45 or after 2:45 PM. If I am found using electronic devices during prohibited times, I will willingly give the device to **Ivy** staff without resistance. If I choose to resist a teacher or staff person's request to surrender my electronic device, I understand I am accepting the consequences for being defiant and/or disrespectful which could result in any or all of the following: a parent-teacher conference, administration-parent conference, being sent home for the day, Saturday school, community work within the school after the school day has ended, and/or potential suspension.

____ I will come to school *on time* and attend regularly. I understand that **Ivy Academy** fully complies with the state of Tennessee compulsory attendance laws and will abide by the truancy policy. Excessive absences will result in a court appearance.

____ I understand that the **Ivy** staff wants to help me, and if at any time, my away-from-school environment is not conducive to my ability to fulfill this student compact, I will then advocate for myself by speaking with an **Ivy** staff member and explaining the situation.

Student Signature

Date

Visitors in the Building

As mandated by Tennessee Code Annotated, any visitor to the building must come by the office and sign in and receive a visitor's sticker. Teachers must help enforce this mandate. This is for the safety of everyone.

Parents are not allowed to walk students to the class. Visitor stickers will be distributed after 8:05 AM.

Visits should be planned in advance with the teacher. These visits should **NOT** be used to conference with the teacher. An appointment should be made with the teacher so that instructional time is not lost or interrupted.

Withdrawal/Transfer Policy

Families who find it necessary to withdraw or transfer their student(s) to another school need to report to the School Counselor to complete this procedure and paperwork. Students must clear book and financial obligations with their teachers, coaches, the library, and cafeteria before records will be released. Per our charter agreement, we abide by the same policy as magnet schools do, and we do not transfer back and forth with other Hamilton County schools during the school year. Students only have the transfer option within the first 20 days of school.

Appendix A - BYOD Policy

Ivy Academy Chattanooga
Terms and Conditions for
Bring Your Own Device (BYOD)
(adapted from Hamilton County Department of Education's BYOD policy)

The use of technology is an essential component of the school program and the educational process. Ivy Academy Chattanooga will allow students and employees access to Ivy's wireless network using personally owned devices. The use of Ivy's network is a privilege, not a right, and may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps build good digital citizens. A personal device is not a requirement, but it is encouraged. The school will have devices available that students can use if a student does not bring their own device.

Devices Permitted:

Recommended:

<https://www.bestbuy.com/site/samsung-chromebook-3-11-6-chromebook-intel-celeron-4gb-memory-32gb-emmc-flash-memory-metallic-black/5756800.p?skuId=5756800>

<https://www.bestbuy.com/site/samsung-galaxy-tab-a-10-1-16gb-black/5364800.p?skuId=5364800>

Allowable: Any laptop, chromebook or tablet with Google docs capability

Not Allowed: Cell phones, MP3 players, tablets with a screen under 8 inches

Rules and Conditions:

The following rules and conditions are specific to the Ivy Academy BYOD program, adapted from HCDE policy. All students and their parents/guardians must register the device, as well as read and sign the Technology Acceptable Use Policy (TUP) before the device will be allowed on the network. **Failure to register the device, sign the TUP, follow the TUP or any of the rules and conditions of the BYOD agreement listed below may result in further disciplinary action.**

Where/When/Storage

1. Students may only use their device in the classroom when instructed by teacher to do so.
2. Students may only use their device in common areas (hallways, cafeteria) when approved by the school administration.
3. Students should not ask teachers or staff to hold or store their device.
4. No school employee will be asked to retrieve device left in school after normal school hours.
5. Students may not use their device to update social media sites or accounts during school hours. Students should not use device to call, text message, make pictures, videos or audio recordings, or electronically communicate with others during the school day without teacher supervision or permission.
6. Students should not possess, share, or download inappropriate videos, pictures, or audio recordings during the school day.

Network Access

1. Rooted or Jailbroken BYOD devices are not allowed.
2. BYOD devices running software or apps that proxy an internet connection around Ivy network controls are strictly prohibited.
3. All BYOD devices must connect to the school "Ivy-Academy-Student" network only, not personal data plans, to access the web. BYOD privileges will be revoked for students not using the approved network.
4. No guarantee is made that the school's wireless network will always be available. Network outages may occur and signal strength may vary.
5. Students should bring devices fully charged to school.
6. Student devices should have all app and operating system updates and patches before coming to school.

Theft/Loss, etc.

1. The school will not be held financially responsible for lost or stolen devices.
2. The school will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.
3. School staff is not responsible for configuring, troubleshooting, or repairing student devices.
4. School officials may read, examine, or inspect the contents of any student's personal device upon reasonable suspicion that the contents of the device may contain evidence of a violation of these or other rules and policies of the district, or a violation of local, state or federal laws.
5. School officials may confiscate any student device if student is not following BYOD procedures. Confiscated devices will be locked in an administrative approved location. Parent will need to pick up confiscated devices. Pick up will be scheduled and arranged through administration.

I have read, understand, and agree to abide by these rules and conditions. I understand that bringing my device is a privilege, not a right, and that this privilege can be revoked for violations of these rules or any other Code of Conduct violation.

Student Printed Name

Student Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Date

Appendix B - 2018-2019 Ivy Academy Behavior, Bullying, and Bus Rubrics

Behavior/Consequence Rubric

Ivy Academy 2018-2019

<p>To ensure a positive learning environment in which students, faculty, staff, parents, and community members feel safe, the following rubric is an outline of expected consequences for minor and major harm to the safety and success of the learning community. While the rubric notes some specific consequences, most consequences will be directly related to the harm done, and may look different with different offenses. Students who are defiant by non-compliance with the behavior rubric will automatically be sent home. This rubric is subject to change.</p> <p>Ivy Academy Chattanooga follows Hamilton County Schools' Student Code of Acceptable Behavior and Discipline with regard to behavioral offenses.</p> <p>In all matters of opinion, the administrative decision will stand.</p>			
Behavior	First Offense	Second Offense	Third Offense
Verbal and/or Emotional Words/Actions			
I. Teasing/Mean Moment/Conflict II. School Handbook violation (if verbal and/or emotional behavior falls into bullying/any form of harassment, see bullying rubric - <i>rumor starting, name calling, threatening words and gestures, intimidating words or gestures toward students and/or teachers</i>)	Staff specific logical consequences to harm done (I and II)	First offense consequences (I and II), may additionally include: a. conference with administration (to determine if bullying rubric is needed) b. parent conference/behavior plan/contract developed c. ISS for social/behavioral skills training	First and second offense consequences, <u>additionally</u> : *If bullying (bullying rubric consequences); *if Category I or II, automatic removal (ISS or OSS) from learning environment for 2 days
Defiance toward Admin, Faculty and/or Staff regarding identification of offense and assigned consequences (for Behavior categories I and II in above box)	Conference with administration, depending on discussion: Sent home for the day or ISS Behavior plan/contract developed	First offense consequences, plus OSS 2 days (Can only re-enter school after parent conference with student and administration)	Remanded Alternative Setting
Threatening Faculty and/or Staff	Remanded Alternative Setting		
Physical/Play Fighting Pushing, shoving, slapping, hitting, grabbing, or threatening the well-being of another, even in the spirit of being "goofy" or "having fun"	Automatic 2 DAYS OSS Student/Parent conference with administration Behavior plan/contract developed	First Offense consequences, additionally: Automatic 1 WEEK OSS	Remanded Alternative Setting

Severe Physical	Automatic 8 DAYS OSS , additionally:		
Punching, shoving, slapping, hitting, kicking, spitting upon, or any physical behaviors and actions that could be considered threatening and/or may injure a student	a. Repairing Circle Meeting - including all harmed by offense, with potential to add parents, administration, and faculty b. Student placed on intensive Behavior Support Plan	Remanded Alternative Setting	Remanded Alternative Setting
Drugs/Weapons/Tobacco/Vaping Paraphernalia/Faculty Safety (all negative behaviors considered major)			
Possession of or under the influence of, or presenting an image that one is under the influence of, alcohol and/or drugs	Under the influence (conclusive evidence) Expulsion 1 year, OR Remanded Alternative Setting		
	Under the influence (inconclusive evidence) Sent home for the day	Under the influence (inconclusive evidence) Expulsion 1 year, OR Remanded Alternative Setting	
Tobacco/vaping paraphernalia	T/V Paraphernalia possession: Sent home, and 2 DAYS OSS	T/V Paraphernalia possession: 5 DAYS OSS	T/V Paraphernalia possession: Remanded Alternative Setting
Possession of weapons; firearms	Possession of weapons, firearms: Expulsion 1 year		
Threatening the safety of all on campus	Expulsion 1 year		
Skipping/Leaving Class, Trail	Automatic ISS the following school day (teacher calls home and escorts student to ISS)	a. Automatic ISS for 2 consecutive school days (teacher calls home and escorts student to ISS) b. Parent/Administration conference c. Student placed on intensive Behavior Support Plan	a. Automatic ISS for 4 consecutive school days (teacher calls home and escorts student to ISS) b. Parent/Administration conference c. Re-evaluate Behavior Support Plan
Leaving/not attending group or class without adult supervision or permission, not hiking with the group/class (w/out medical excuse on file)			

Cursing	a. Admin conference b. Automatic ISS (Teachers escorts student/calls admin to escort student to ISS same day) c. Cursing article copied <u>once</u>	a. Admin conference b. Automatic ISS next opportunity (Teacher escorts student to ISS same day) c. Cursing article copied twice d. Parents contacted	a. Admin conference b. ISS next opportunity (Teacher escorts student to ISS same day) c. Cursing article copied four times d. Parents contacted
	3rd offense procedure will continue until cursing is stopped		
*Inappropriate physical boundaries	TWO DAYS OSS *Student conference with counselor and/or administration *Copy Boundaries Essay *Behavior Plan, social skills intervention	First offense consequences, PLUS THREE days OSS , also: *Student copies Boundaries Essay *Parent/guardian must come back to school and speak with administration <i>with student present</i> before the student can re-enter school	Remanded Alternative Setting
Retaliation upon a student because that student reported bullying or any other information necessary to help maintain normal school operations.	1st - 10 DAYS OSS 2nd - Remanded Alternative Setting		

Ivy Academy 2018-2019 Bullying/Threats Behavior Consequences Rubric

<p>The definition of Bullying/Harassment/Intimidation is the "intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or group of students in fear, or creates a hostile educational environment." <i>Ivy Academy Administration reserves the right to modify this document when deemed necessary.</i></p> <p style="text-align: center;"><i>In all matters of opinion, the administrative decision will stand.</i></p>			
	First Offense	Second Offense	Third Offense
<p>Bullying/Harassment Imbalance of power -- verbally, physically, emotionally, race, color, national origin, socially, disability, gender, sexual orientation Intentional, Severe, Repeated, Harmful</p>	<p>5 Day Suspension (OSS) Intensive Behavior Support Plan which may include any or all of the following: *weekly parent conference *limited interaction with peers *weekly counselor meeting</p>	<p>10 Day Suspension (OSS) Intensive Behavior Support Plan which may include any or all of the following: *weekly parent conference *limited interaction with peers *weekly counselor meeting</p>	<p>Remanded Alternative Setting (Student removed from learning community for rest of school year)</p>
<p>Threats/Teasing/Exclusion/Sexually Demeaning Words, Phrases Using words (tease, verbally abusing, threatening) or actions (tease, verbally abusing, threatening) with the intent to intimidate, make fun of, exclude, humiliate, start rumors, etc. toward an individual or group</p>			
<p>Cyber/Social Media If bullying occurs outside school hours, BUT affects the daily operation of the school, then consequences will be addressed. Documentation will be needed from social media site (Threats, Intimidation)</p>	First Offense	Second Offense	Third Offense
	<div style="border: 1px solid black; padding: 10px; text-align: center;"> Remanded Alternative Setting (student removed from learning community for rest of school year) </div>		
<p>Retaliation upon a student because that student reported bullying</p>	<p style="text-align: center;">1st Offense- 10 days suspension 2nd Offense- Remanded Alternative Setting (Student removed from learning community for rest of school year)</p>		

**Bus Behavior/Consequence Rubric
Ivy Academy 2018-2019**

Bus transportation is considered *an extension* of the school and rules adhered to during the school day should also be adhered to while a student is riding the bus. Rules infractions and their consequences will be determined as if the student were on campus. After an incident, an administrator will meet with the driver to review video and investigate the occurrence to make recommendations for logical consequences to any identified offenses. Any incident that involves breaking the law, including vandalism of the bus, is always considered a major offense. The bus driver will evaluate if incidents require authority intervention, and/or police. Parents must provide transportation in the result of their child being suspended off the bus. This rubric is subject to change. **In matters of opinion, the administrative decision will stand.**

Bus Referral/Minor	First Offense	Second Offense	Third Offense
Disruptions, cursing/language, rowdiness, impeding the ability of the bus driver to operate the bus in a safe manor	a. Warning, and b. Parent contact	a. Parent Contact, and b. Minimum 2 day suspension from bus	Minimum 10 day bus suspension (dependent upon behavior) or removal from bus for rest of school year (SPED - HB)
Bus Referral/Major	First Offense	Second Offense	Third Offense
Including, but not limited to the following: Sexual activity, verbal altercations, fights, throwing objects, that causes a safety issue for those on and off bus, as well as inappropriate gestures or comments to those made on or outside of bus	Minimum 5 day suspension from bus	Removal from bus for rest of school year	
Alcohol/Drugs/Weapons/Bullying	Automatic expulsion from bus for school year		