



**2020-2021**  
**Scholar & Family Handbook**



# IVY HILL PREPARATORY CHARTER SCHOOL

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## Founder & Head of School

Ambrosia Johnson

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Dear Ivy Hill Prep Families,

It is with sincere gratitude that we welcome you to the 2020-2021 school year! The fact that you have made an active choice to enroll is not lost on us, and our team is deeply humbled that you have chosen to entrust us with your children.

Ivy Hill Prep is founded on the unwavering belief that access to a high-quality education is a fundamental civil right; a right that has largely been denied to the children of our city for far too long. Our team is committed to changing that reality and is ready to work tirelessly to raise the bar for education in our city, and work with you to ensure ALL of our scholars reach their full potential.

We view our families as partners in this work and are looking forward to getting to know you better over the coming year and beyond. Please know that our door is always open to solve a challenge, to welcome you to an event, and to engage you in our academic program. Please ensure you take the time to read through this handbook and familiarize yourself with our vision, and the policies that support us in delivering a safe, structured and joyful environment for your children.

As a family, please take the time to read through our entire handbook. The following pages clarify many of the essential details for families to participate fully in our community and will help you become familiar with the school procedures, policies, and practices. When you have finished reading the handbook, both parents and the scholar(s) should complete and detach the mandatory signature page, located at the end of this handbook. Please sign and date the signature page through our online system. The link to the signature page can be found in your e-mail.

We are very excited to welcome you, our 1<sup>st</sup> and 2<sup>nd</sup> Year Founding Families, on the journey of preparing your future college graduates to take the world by storm!

With urgency and joy,

*Ambrosia Johnson*

Ambrosia Johnson  
Founder & Head of School

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## SECTION 1: OUR FOUNDATIONS

### 1.1 Overview

Ivy Hill Prep is born out of the Building Excellent Schools Fellowship, a national nonprofit committed to training leaders to found and lead high-quality charter schools. Through this Fellowship, our Head of School had the opportunity to learn from over fifty of the nation's strongest charter schools. Ivy Hill Prep's design represents the combination of these national best practices with a deeper understanding of Brooklyn, our assets, and our areas for growth. Ivy Hill Prep was authorized by the New York State Education Department in June 2018, and was officially incorporated as a charter school on June 12<sup>th</sup>, 2018. Ivy Hill Prep opened on August 28, 2019 with a Founding Class of 120 scholars in Kindergarten and First Grade, and continue to add one grade each year, until the school is a full K-5 school serving 360 scholars and families.

### 1.2 Mission & Vision

**Mission:** Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of promise and opportunity.

**Vision:** Ivy Hill Prep is built on the unwavering belief and expectation that all children can, and will, achieve at high academic levels when presented with a challenging, engaging, and supportive school community. We believe that in order for children to be strong leaders in their communities, they need to develop their character and leadership skills as their strong academic foundation is built.

### 1.3 Core Beliefs

- Intentional character development shapes the leaders of tomorrow
- Every child is capable of achieving greatness
- Academic excellence drives everything we do
- Exceptional teachers produce exceptional results
- Data drives instruction

### 1.4 Commitment to Diversity

Ivy Hill Preparatory School welcomes scholars, families and staff from all cultures and backgrounds and will represent a community that is rich in a variety of racial, ethnic, cultural and socio-economic backgrounds. Throughout Ivy Hill Prep's programs, our school will affirm, respect, and celebrate the individuality of members of the

community as well as their common goals.

We believe that our separate heritages, beliefs and choices of expression help to define us as individuals, and that our commitment to learning about each other and the larger world unites us as a community. The goal of Ivy Hill Prep is to instill within its scholars a strong sense of identity and personal pride, a willingness to see the common threads that run through all our lives, and a high regard for the value and breadth of our differences.

## **1.5 Communication Overview**

At Ivy Hill Prep, we strongly believe that it takes a village to raise a child. Your child's village consists of administration, staff, parents, and caregivers. Hence, open communication is very important to us. We strive to keep open lines of communication. If you are looking for information about an upcoming meeting, community activity, school performance, etc. check these sources:

- The Ivy Hill Prep Website ([www.ivyhillprep.org](http://www.ivyhillprep.org)) or Ivy Hill Prep's social media pages: Facebook and Instagram (@IvyHillPrep)
- School emails & calls

## **1.6 Board of Trustees**

A Board of Trustees who reports to the school's chartering entity, the New York State Education Department, governs Ivy Hill Preparatory Charter School. The Board's responsibilities include appointing the Head of School who is responsible for the day-to-day operations of the school, establish school policies, and ensure we adhere to the mission of our charter. The calendar for board meetings can be found on the Ivy Hill Prep website.

## **1.7 Accountability**

The New York State Education Department reviews the school annually. Ivy Hill Prep's charter is renewed every 5 years and the school must go through a rigorous review process. The Board of Trustees reviews the Head of School annually and staff is also evaluated annually.

## SECTION 2: SCHOOL POLICIES & PROCEDURES

### 2.1 Uniform Policy

#### Shirts & Outerwear

- Ivy Hill Prep polos should only be worn with Ivy Hill khaki pants, not with jumpers.
- Ivy Hill Prep polo (in either color) with Ivy Hill Prep logo (short sleeve or long sleeve). Shirts should always be neatly tucked in.
- Undershirts (short or long sleeve) must be solid white, black or gray.
- Scholars may wear an IHP cardigan. If choosing to wear a cardigan, parents are strongly encouraged to write their child's name in the cardigan's tag.
- No jackets, scarves, gloves, etc. are permitted to be worn during the school day except where mandated by legitimate religious requirements.

#### Pants, Skirts & Jumpers

- Ivy Hill Prep khaki bottoms (pants or jumper) must be purchased from Ivy Hill Prep's uniform vendor: ([YourStudentStyles.com](http://YourStudentStyles.com))
- Khaki Jumpers should only be paired with a Peter Pan blouse.

#### Tights, Socks & Shoes

- For girls wearing jumpers, white tights only.
- 100% all-black, closed-toe shoes or sneakers.
- Kindergarten Only: All black Velcro/no lace shoes are preferred for scholars who cannot tie their shoes.
- Solid white or black colored socks with no logos
- Boots are not permitted to be worn during the day. In the winter months, scholars can wear boots to school and change their shoes upon arrival and dismissal.
- Flip flops, sandals, and heels are not permitted.

#### Jewelry

- Earrings may only be worn in ears.
- Necklaces may be worn but will be tucked in if they serve as a distraction for scholars.
- Jewelry including but not limited to watches and bracelets may be worn but will be placed in backpacks if they serve as a distraction for scholars.

## Girls' Uniform Options

<p><u>Ivy Hill Jumper with Logo</u></p>  <p><b>\$23.99</b></p>	+	<p><u>Ivy Hill Peter Pan Blouse (Short Sleeve)</u></p>  <p><b>\$10.99</b></p>	<p><u>Ivy Hill Peter Pan Blouse (Long Sleeve)</u></p>  <p><b>\$12.99</b></p>	✓
<p><u>Pull Up Uniform Pants</u></p>  <p><b>\$14.99</b></p>	+	<p><u>Green or White Polo with Logo (Short/Long Sleeve)</u></p>  <p><b>\$12.99</b></p>		✓
<p><u>Ivy Hill Jumper with Logo</u></p> 	+	<p><u>Green or White Polo with Logo (Short/Long Sleeve)</u></p> 		✗
<p><u>Pull Up Uniform Pants</u></p> 	+	<p><u>Ivy Hill Peter Pan Blouse (Short Sleeve)</u></p> 	<p><u>Ivy Hill Peter Pan Blouse (Long Sleeve)</u></p> 	✗

## Boys' Uniform

Green Polo with Logo (Short Sleeve)



**\$14.99**

White Polo with Logo (Short Sleeve)



**\$14.99**

Green Polo with Logo (Long Sleeve)



**\$19.99**

White Polo with Logo (Long Sleeve)



**\$19.99**

Pull Up Uniform Pants



**\$14.99**

Ivy Hill V-Neck Cardigan with Logo



**\$34.99**

## 2.2 Hours of Operation

The length of the instructional school day is 7:30 A.M. to 4:30 P.M for all scholars. All scholars are expected to arrive to school on time. Doors open at 7:30am to greet our bus scholars. Breakfast service begins at 7:30am and Morning Meeting begins promptly at 7:55 A.M. Scholars arriving after 7:50 A.M. are considered late and are expected to be signed in at the main office by their parent/guardian.

Fridays are our Early Dismissal Days. The length of our Early Dismissal day is 7:30 A.M. – 1:30 P.M.

## 2.3 Morning Arrival

Bus scholars, car drop offs, and walkers will be dropped off at 7:30 A.M. Breakfast is available from 7:30 to 7:50am. *Please Note:* Scholars who arrive at or after 7:40 A.M may not have enough time to finish their breakfast, since activities start promptly at 7:55 am. Therefore, if parents and guardians want their child to receive breakfast, the scholar must arrive at school no later than 7:40 A.M to have enough time to eat without feeling rushed.

The front door will be closed promptly at 7:50 A.M. Any scholar who arrives after 7:50 A.M will be marked as tardy.

Scholars arriving via bus or car will be greeted by a staff member and escorted into the morning greeting line. Families arriving via car will park and escort their children to the outside drop off line. Parents must stay with their children if arriving prior to doors opening at 7:30 A.M.

It is critical that your child arrive to school between 7:30 A.M and 7:50 A.M. Each day of school begins with Morning Meeting at 7:55AM. Morning Meeting is an essential part of the day and an integral part of the Ivy Hill Prep program. It helps to create a positive climate for learning, reinforces academic and social skills and builds community – all essential components for academic success. Children who arrive late to school miss this very important beginning of the day!

## 2.4 Tardies

Scholars arriving after 7:50 AM must be escorted to the main office by a parent/guardian. Three (3) tardies will be counted as a full absence. Tardies caused by school-provided bus transportation will not be counted against a scholar.

### Tardiness Consequences

- Three Tardies in a Trimester: If a scholar is late three times in a trimester, it is considered a serious issue. When our scholars are late, they miss critical aspects of instruction. At this point, our team will help the family devise an “on time” plan.
- Five Tardies in a Trimester: Upon the sixth tardy, families must meet with a member of the Leadership Team to develop a more intensive “on time” plan.

- Monthly, scholars participate in a *Perfect Attendance Party*. It is important that all scholars experience the fun! Scholars who are tardy more than 3 times per month will unfortunately not be able to attend this function.

## 2.5 Afternoon Dismissal

Dismissal for all scholars will take place at 4:30 PM. Parents/Guardians picking up at dismissal should wait outside of the school gate on Avenue D until your child's class dismisses. At that time, parents will wait in a single file line to pick up their child from their classroom's designated pick-up area. Parents will have a 15-minute window to pick up their scholars from the pick-up area. At 4:45 PM scholars who are not picked up will be identified as "Late Pick-Up Scholars". These scholars will wait for their parents inside of the school building. This will require parents to enter the building, proceed to Ivy Hill's floor, and sign out their child from the main office.

On days with inclement weather, we will follow our Indoor Afternoon Dismissal Protocol. On these days, parents will pick up their children from the front entrance.

Bus transportation home will be provided by NY DOE at 4:30 P.M. Route times and information will be provided by the district in early August.

If a child is to go home with a different adult than is listed, parents must:

**OPTION 1:** For advanced changes, communicate in writing by sending in a written, signed note in their scholar's binder

**OPTION 2:** For last minute changes/emergencies: (1) Call the Main office to notify our Office Coordinator of the difference in pick-up AND send in a written e-mail to the school that says the name and contact information of the person picking up.

*For example:*

*I permit Tony Chavez, Anna Chavez's uncle, to pick her up from school today. His phone number is (347) 455-2233. Please call me with any questions.*

## 2.6 Early Departure

We encourage families to schedule dental, doctor, and other appointments outside of the school hours, especially on Friday afternoons when students are dismissed early. If families must pick up their children early for an emergency, they must notify the office through written notice, or through an email or call to our Office Coordinator. Scholars must be accompanied by a parent/guardian or other authorized adult and must sign out in the office prior to departure. The school will record dismissals before 12:00 PM as half-day absences. The school will record dismissals after 12:00 PM but before 4:30 PM as present but

dismissed early. In general, scholars must be present for at least ½ of the allotted instructional time on a given day in order to be considered present.

## 2.7 Attendance Expectations & Consequences

In order for our academic program to be successful, it is absolutely essential that scholars be present in school on a consistent basis. The attendance policy at Ivy Hill Prep has been formed in order to ensure that this remains the case. Attendance will be considered as a component when making decisions regarding promotion to the next grade. The school reserves the right to make exceptions to this policy in the instance of an extended absence due to medical or other reasons. Additionally, if a scholar accrues an excessive number of absences, the Director of Operations may contact Child Services or a Truancy Officer to assist in resolving the situation.

Parents and guardians are expected to call the school as early as possible but no later than 8:30 AM if their child will not be attending school for any reason. Earlier, written notice is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voicemail. In phone calls, voicemails, and notes, please indicate your child's name, your relationship to the child, and the reason for and date(s) of the child's absence. If a scholar is not at school and the school has not been notified that he or she will be absent, Ivy Hill Prep's staff will make reasonable efforts to contact the scholar's parent/guardian by telephone, writing, or in person.

**Excused and Unexcused Absences:** We strongly believe that strong attendance is a must for your child's success at Ivy Hill Prep. We will only count the following absences from school as excused:

- A doctor's note, explaining the nature of an illness. *Please note:* all routine doctor and dentist appointments should be conducted outside of school hours.
- A death in the immediate family.
- Religious holiday.
- Court-mandated appearances with proper documentation.

All other absences will be considered unexcused. Scholars will not be excused for family vacations or any other engagement. If a scholar is absent from school due to suspensions, he/she will be entitled to 2 hours of alternative instruction for each day of the suspension.

Please be aware of the following specific policies pertaining to excessive absences:

- As discussed above, excused absences are defined only as those that are accompanied by a doctor's note verifying the dates of absence were due to illness, due to a religious observance, a death in the family, or a court-mandated appearance with proper documentation. Under certain circumstances, Ivy Hill Prep

will also consider scholars' IEPs, accommodation plans and individualized health care plans in determining whether an absence is "excused."

- Excessive total absences (including excused absences and tardies) are a factor in retention at all grade levels. Should a scholar miss more than 15 total days (including excused and/or unexcused) in one year, it will be at the Head of School's discretion to determine if retention is appropriate for the current grade.
- Scholars will be held accountable for work missed due to suspension, vacation, or absences. Work may or may not be provided in advance of absences.
- Scholars who are absent from school cannot attend or participate in any other school sponsored activities occurring on the day of the absence, unless advance permission has been given by the school.

If a scholar is absent for the first five days of school, or at least 20 consecutive days during the school year, and there has been no successful contact between the family and the school to explain his or her absences, that scholar will lose his or her seat at Ivy Hill Prep and will be considered un-enrolled from the school.

Attendance Consequences: In order to help ensure that scholars do not exceed 15 absences, Ivy Hill Prep has certain support policies in place. They are detailed below:

- *No Absences in a Trimester:* The scholar and family are congratulated and recognized for exceptional attendance and commitment to their education. If a scholar has perfect attendance for the entire year, scholars and families will be honored and recognized at the End of the Year celebration with a medal and trophy highlighting their joint victory. On a monthly basis, scholars will be invited to a 100% Attendance Party at the end of each month to celebrate the hard work of all families!
- *Three Absences in a Trimester:* If a scholar is absent three days of school in one trimester, it raises serious concerns. Our team will contact the parent/guardian to help create an attendance plan to help your family get to school every day.
- *Five Absences in a Trimester:* If a scholar is absent five days of school in one trimester, it raises serious concerns. The parent/guardian will be asked to meet with the child's teachers immediately. At this meeting, both the family and the school will discuss the problem and its impact on the scholar's education and a more intensive attendance plan will be developed.
- *Ten Absences in a Year:* At this point, parent/guardian will meet with the Head of School and school Social Worker to discuss the impact on the scholar's education, and the potential solutions that can prevent absences in the future. The possibility of grade level retention is also discussed.

- *Fifteen Absences in a Year:* If a student is absent fifteen or more times in a year, the student may be considered truant. When this occurs, the student is at risk of not being promoted to the next grade. The school reserves the right to retain any student who misses 15 or more days of school. In addition, a report may be filed with the New York State Office of Children and Family Services, in accordance with New York State Law.

Under New York law, school-age minors, age six to 17, must attend school regularly. The compulsory education law is designed to require school attendance and ensure that no child is denied the opportunity to receive an education. New York State compulsory education law requires that each child from six to 17 years of age, mentally and physically fit, will be in regular attendance for the entire academic year. Ivy Hill Prep operates in compliance with all New York Department of Education attendance and truancy requirements, which can include mandated reporting of truancy to appropriate state agencies. Ivy Hill Prep keeps accurate records of attendance and will make the records available for inspection as needed.

## **2.8 Emergency Situations**

Families/guardians are responsible for completing all information requested on the Scholar Registration Forms prior to the start of the school year. It is the family's responsibility to notify the school of any changes that occur during the year. It is especially important to have updated phone numbers and addresses.

Families/guardians are responsible for providing transportation home in the event of an illness or other emergencies.

## **2.9 Emergency School Closings**

Occasionally weather, and rarely other circumstances, may force cancellation of school. The Ivy Hill Prep team will update all social media accounts (Facebook and Instagram) and send out automated calls, e-mails, and text messages when school is closed or delayed. Ivy Hill Prep might not always follow the closing schedule of DOE, so it is imperative to check the mediums mentioned above to ensure you have accurate information. When in doubt, please call the school office at 917-789-8959.

## **2.10 Breakfast & Lunch Procedures**

Breakfast: Breakfast is served from 7:30 AM until 7:50 AM. Scholars who arrive after 7:45 AM are unfortunately not able to be served breakfast since instruction begins at 7:55 AM promptly. When scholars enter the cafeteria, they will place their Life's Work binder in their class bin, put away their belongings, and proceed to their assigned seat. Once they are seated, they may begin to eat their breakfast. Scholars who have had breakfast at home are able to

complete their Morning Bright Work until the end of Breakfast. For safety reasons, it's important that scholars remain seated during breakfast. After scholars finish breakfast, they may work on their Bright Work activities. Scholars will receive a 5-minute signal before breakfast ends. During this time, teachers and scholars will begin cleaning up breakfast tables.

Lunch: Scholars are welcome to bring their own lunch from home. Lunch menus will be posted on Ivy Hill Prep's website for easy parental access. Scholars will not have access to a microwave to heat any lunches, but thermoses are a great substitute. Soda and candy are not permitted at school, even in lunches brought from home. For safety reasons, scholars are expected to remain seated during lunch.

Food Allergies: The school will make all reasonable efforts to accommodate scholars with food allergies. Families are required to inform the school of all food allergies and their severity. Once families have informed the school, the school nurse will meet with the family in order to develop an Individual Health Care Plan.

## **2.11 Internet Acceptable Use Policy**

**Acceptable Use:** The Internet is a global network linking computers around the world. Internet use provides valuable opportunities for research, curriculum support, and career development. Ivy Hill Prep offers Internet access to scholars and staff. The primary purpose of providing access to the Internet is to support the educational mission of the school. The school expects that scholars and staff will use this access in a manner consistent with this purpose.

While the Internet is a tremendous resource for electronic information, it has the potential for abuse. The school makes no guarantees, implied or otherwise, regarding the factual reliability of data available over the Internet. Users of the school's Internet service assume full responsibility for any costs, liabilities, or damages arising from the way they choose to use their access to the Internet. Technology resources covered by this policy include commercial, governmental, and private telecommunications-accessible networks (such as the Internet), local networks, databases, and any computer-accessible source of communication or information, whether from or to file servers, hard drives, tapes, compact disks, floppy disks, or other electronic storage or retrieval means.

**Unacceptable Use:** The following is a list of prohibited behaviors. The list is not exhaustive but illustrates unacceptable uses of the school's Internet service:

- disclosing, using or disseminating personal identification information about self or others;
- accessing, sending or forwarding materials or communications that are defamatory, pornographic, obscene, sexually explicit, threatening, harassing, or illegal;
- using the Internet service for any illegal activities such as gaining unauthorized access to other systems, arranging for the sale or purchase of drugs or alcohol, participating

in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above;

- using the Internet service to receive or send information relating to dangerous instruments such as bombs or other explosive devices, automatic weapons or other firearms, or other weaponry;
- vandalizing school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses or by any other means;
- copying or downloading of copyrighted material without authorization from the copyright holder, unless the copies are used for teaching (including multiple copies for classroom use), scholarship, or research. Users shall not copy and forward or copy and upload any copyrighted material without prior approval of the Head of School;
- plagiarizing material obtained from the Internet. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources;
- using the Internet service for commercial purposes;
- downloading or installing any commercial software, shareware, freeware or similar types of material onto network drives or disks without prior permission of the Computer Teacher; and
- overriding the Internet filtering software.

**Safety Issues:** Use of the Internet has potential dangers. The following are basic safety rules pertaining to all types of Internet applications.

- Never reveal any identifying information such as last names, ages, addresses, phone numbers, families' names, families' employers or work addresses, or photographs.
- Use the "back" key whenever you encounter a site that you believe is inappropriate or makes you feel uncomfortable.
- Immediately tell a teacher if you receive a message that you believe is inappropriate or makes you feel uncomfortable.
- Never share your password or use another person's password. Internet passwords are provided for each user's personal use only. If you suspect that someone has discovered your password, you should change it immediately and notify a teacher.

**Privacy:** Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a disk drive. The school reserves the right to examine all data stored on any medium involved in the user's use of the school's Internet service. Internet messages are public communication and are not private. All communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. Network administrators may review communications to maintain integrity system-wide and ensure that users are using the system responsibly.

**Violations:** Access to the school's Internet service is a privilege not a right. The school reserves the right to deny, revoke, or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (scholars), or dismissal (staff) for violations of this policy. The school will advise appropriate law enforcement agencies of illegal activities conducted through the school's Internet service. The school also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service.

### **2.12 Drug and Tobacco Free Zone**

Ivy Hill Prep is a Drug and Tobacco Free zone. New York State law specifically prohibits any type of tobacco on public school campuses. This includes outside on the grounds or in the parking lot. This also includes all forms of tobacco. No parent/guardian, scholar, staff member, or other person may smoke or have tobacco products anywhere on the campus at any time.

### **2.13 Skateboards, Bicycles, Roller skates, Roller blades**

Scholars are allowed to ride bicycles to school. We strongly suggest that the bike have a lock to prevent theft and be registered with the school and local police station. Scholars may not use roller skates, roller blades, or roller shoes as a means of transportation to or from school. Roller skates, roller blades, roller shoes, and shoes with wheels are not allowed on campus at any time.

### **2.14 Electronics and Restricted Items**

All electronic devices including electronic dictionaries, CD players, cassette players, Gameboys, iPods, iPads, tablets, smart watches, and MP3 players must be turned off and stored in the scholar's backpack. Scholars may carry a cell phone as long as it remains silent and unused during the school day in the scholar's backpack. If a cell phone is seen or heard, it will be confiscated by staff and returned only to a parent guardian at the end of the day. Ivy Hill Prep is NOT responsible for the loss, damage, and/or theft of any of these electronic devices. Toys, electronic devices, magazines, hats worn inside the building, and any other item that violates school policy or disrupts the class or causes a hazard will be confiscated. Upon finding one of these restricted items, school personnel will confiscate, and only a parent/guardian may pick up these items in person from the school office.

## **SECTION 3: ACADEMICS**

Ivy Hill Prep is committed to supporting the academic achievement and personal growth of all of our scholars by implementing a strong and rigorous academic program. Ivy Hill Prep operates with an extended day and a longer school year. Scholars attend 185 school days, and our school day begins at 7:30 AM and ends at 4:30 PM, with the exception of every Friday,

which operates from 7:30 AM to 1:30 PM to provide teachers with on-going, targeted professional development.

### **A Challenging Curriculum**

Ivy Hill Prep's curricula are aligned to the Common Core Standards, internal standards, internal assessments, the NWEA MAP Assessment, and the NY State 3-8 ELA & Math Assessments. Our academic program will ensure that our scholars are prepared to compete and excel in a fast paced and rigorous middle school, high school, and college.

### **Exceptional Teachers**

Ivy Hill Prep's focus on class structure and exceptional teachers ensures that we can run high-quality small group instruction and give one-on-one help to all scholars. Teachers design exciting, innovative, and challenging lessons in the classroom, while working longer hours than their peers in traditional public schools. Ivy Hill Prep teachers know that scholars learn material much better when they see how it might apply to their lives and therefore their lessons are relevant to the scholars' lives. Our teachers consistently foster a climate of success through a positive disposition, well maintained and organized classrooms, honest feedback, positive reinforcement, recognition of success, and strong classroom management skills. Ivy Hill Prep teachers are trained to move at a fast pace so that every minute of class time is utilized for instruction. Teachers ask many critical thinking questions throughout the course of the day, as well as pack each class with a number of activities designed to keep scholars motivated, focused, and engaged.

## **3.1 Life's Work**

### **Life's Work**

At Ivy Hill Prep, we refer to homework as Life's Work, as we view the practiced skills and self-discipline as essential skills for success in "life." Life's Work is an essential component of Ivy Hill Prep's educational program. Life's Work reinforces the concepts and skills that are taught in class, which helps scholars to develop a deeper understanding of academic concepts and promotes the habits that we recognize will be important in college and in life. Approximately 20-45 minutes of Life's Work will be assigned every night at Ivy Hill Prep, including on weekends. It is critical that families review their child's Life's Work and monitor progress every night.

### **Reading Log**

In addition to the 20-45 minutes of Life's Work, scholars are required to read for 15 minutes every night, including weekends, holidays, and vacations. As a part of Life's Work, our families and guardians will be required to sign their child's Reading Log every night. It's important that Life's Work be completed in full and meet the high standards that Ivy Hill Prep sets for effort and presentation. If parent's fail to sign their child's Reading Log, Life's Work will be marked as incomplete. To ensure our scholars are reaching their benchmarks, it's imperative that they practice their reading every night.

### **Behavior Log**

At Ivy Hill we believe it takes a village to raise a child. Our Behavior Log serves as direct communication between our school and parents. Teachers will fill out a Behavior Log daily for each scholar that explains how well their day went. A color will be highlighted to indicate the productivity of their day and on some days comments will be attached for parents to read. Our parents must sign their scholar's Behavior Log nightly. **If the Behavior Log isn't signed, homework will be marked as incomplete.**

All components will live in an Ivy Hill Prep binder that includes the Behavior Log, Reading Log, and Life's Work. All components will be completed and signed nightly turned in to teachers every morning as soon as the scholar arrives at school.

Before signing, families should go through the Life's work and make sure all components are completed. Parents will know they've completed the Life's Work by seeing a page titling the next day of the week. Families should go through each assignment with their child and check the work. In the primary grades, we do not consider parent/guardian help on Life's Work cheating; instead, we consider parent/guardian help on Life's Work a key component of academic success. Families should feel free to mark incorrect work and go over it again with their child. This shows our scholars how much their family values academic success and also offers them additional academic tutoring. Families should not write answers for their child unless the teacher has specifically requested this. The Life's work should be returned to school within the Life's Work binder, and the entire binder should be turned in using the designated process as soon as scholars enter the cafeteria.

If Life's Work is consistently late, missing, incomplete, or of poor quality, parents/guardians will be notified to discuss a system to help better support you and your family.

Scholars will not be excused from completing Life's Work assignments for any reason. If a scholar has an absence, the scholar will need to complete the Life's Work no later than one day after returning to school (unless the teacher has given approval for an extension).

Scholars are expected to complete their Life's Work assignments each day it is assigned. If a scholar has completed less than 90% of Life's Work assignments in a trimester, consequences may include: parent/guardian conferences, loss of privileges, or if ongoing, retention.

## **Life's Work Expectations**

### **Teachers Commit To:**

- Create meaningful assignments
- Make sure that Life's work is accompanied with a daily Behavior Log & Reading Log
- Vary the types of assignments

- Use Lifework as a way to check for understanding of the skill and content being taught in class

#### **Scholars Commit To:**

- Give parent/guardian the Life's work assignment by showing them the daily Life's Work Log
- Be responsible for completing assignments on time, accurately, and neatly
- Read every day
- Show maximum effort by completing every question and showing work, even when difficult

#### **Families & Guardians Commit To:**

- Provide time and a quiet place for their children to study with no distractions, electronics, or television
- Help their children develop responsibility by making sure they complete all of their assignments
- Be aware of all assignments (by looking at the Life's Work Log), review the child's work, and assist as needed
- Make sure that every assignment is completed to Ivy Hill Prep's standards
- Talk to their child about what he or she learned at school and encourage their child to develop a positive attitude about learning
- Read to or with their child every night for 15 minutes and sign the reading log

The Life's Work folder is also the School's way of sending home parent/guardian and family communication. Please be sure to check the front pocket of the folder every night for any important information. Additionally, if you need to communicate something to the school, you may include the message within the binder. We will be sure to check for incoming messages.

### **3.2 Promotion Policy**

We will make grade level promotion decisions based on reading achievement on STEP (Ivy Hill Prep's literacy assessment), number of absences and grade level standard mastery. We will track daily attendance closely and communicate promptly and directly with families to minimize the impact of absence on any child's academic progress.

Scholars who are not reading or doing math on grade level by the end of the academic year may be eligible for retention. Scholars who are reading more than half a year below grade level according to the final STEP Test and/or more than half a year below grade level in Math according to the final Math assessment results may be retained in their current grade-level. Families of scholars who are in jeopardy of being retained will receive notice of this possibility

in writing at the end of the second trimester and will thereafter receive monthly updates on student progress.

Elementary scholars are graded on a scale of 0 to 4, as outlined below:

Proficiency Standard	Percentage	Description	Traditional Grade
4	90-100%	Above grade level	A
3	80-89%	Grade level	B
2	70-79%	Below grade level	C
1	60-69%	Far below grade level	D
0	68%-below	No credit	F

Promotion recommendations are made by classroom teachers, and final promotion decisions will be made by the Head of School. All efforts will be made to avoid retention including multiple conferences with the family, teachers, scholar, and school leadership. These decisions will not be made lightly, but will always reflect what is in the best interest of the scholar. The school reserves the right to make exceptions to this policy given special circumstances.

### 3.3 Progress Reports, Report Cards and Parent/Guardian Meetings

Teachers and staff will use report cards to communicate scholars' academic and behavioral performance.

Families will also be expected to meet with their children's teachers during the three Family Achievement Conferences held each year. New families are also required to attend a mandatory parent/guardian orientation before the start of the school year.

In addition to the standards-based grading outlined above in Section 3.2, scholars will also be graded on their demonstration of the Ivy Hill Prep creed values (Leadership, Excellence, Academic Growth, what makes you Unique, and confidence). Scholars will receive one of the following ratings for the frequency at which they demonstrate each value:

- E = Excellent
- G = Good
- D = Developing

## SECTION 4: STUDENT DISCIPLINARY CODE OF CONDUCT

Ivy Hill Prep is characterized by a culture that is structured, supportive, joyful and focused on academic work. At Ivy Hill Prep, we are intentional about setting our students up for success. This means that we hold scholars to high academic and behavioral expectations, only after ensuring those expectations were clearly stated and understood. We know that when our scholars know what is expected of them and are surrounded by adults who support them, they will thrive.

Core Values: Ivy Hill Prep's five creed values – Leadership, Excellence, Academic Growth, what makes you Unique, and confidence – are at the heart of our community and represent the cornerstones of the school's Code of Conduct. Our staff models these creed values, and in turn are confident in our scholars' ability to uphold the same values.

### 4.1 STAR Behavior Code

We believe that a structured, achievement-oriented classroom establishes a platform for academic success; learning cannot happen in chaos. Orderly and structured classrooms are necessary to create learning environments in which time is used efficiently. Structure provides a framework for learning to take place. The structure that Ivy Hill Prep provides will ensure that school is a safe place where scholars are free of the stress that unstructured, undisciplined settings create.

**STAR:** To help scholars learn professional habits and maximize instructional time, Ivy Hill Prep utilizes the STAR code. The rationale for each aspect of the STAR code is explained to students at the beginning of each year to ensure they understand the “why” behind the system.

- **Stand/Sit up straight.** At Ivy Hill, scholars demonstrate good posture throughout the day, which assists in their focus on the lesson objective. During instructional lessons, scholars, like teachers, sit with their backs straight, their bottoms safely on their chairs, and their feet safely on the floor. When standing and walking, Ivy Hill scholars keep their hands at their sides to prevent physical contact or physical play with other scholars. When sitting on the rug, scholars sit in a “Criss-Cross Applesauce” style and have their hands folded and in their laps.
- **Track the speaker with your eyes.** At Ivy Hill, scholars and teachers “track” the speaker, which means we look at the teacher or student who's speaking. At our school, we believe that we're all teachers and we're all learners. We “track” the speaker to not only show respect (which adults do in professional and personal settings), but to teach and learn from one another. In conjunction, we teach our scholars that their voices take up space, their voices are important, and their voices should be heard. To emphasize this, we show respect to our community by tracking other individuals when they speak.
- **Always do your work and be on task.** Ivy Hill Prep scholars are expected to be on task 100% of instructional time with very few reminders by teachers. Scholars ask and answer questions by raising their hand and waiting for their teacher to call on them,

or by waiting for their turn when utilizing habits of discussion. Habits of Discussion requires scholars to respond without a raised hand. These instances will be made clear for scholars. In order to be successful in this realm, scholars must be on task to participate.

- **Respect at all times.** There are no excuses for disrespectful behavior at Ivy Hill Prep. A scholar who has a disagreement with another scholar is expected to follow one of three actions to address the problem depending on its severity: (1) ignore the scholar, (2) ask the scholar politely to stop, and (3) tell the teacher. Scholars who have been corrected by a teacher may not respond to that correction in a way other than following directions given by the teacher. If a scholar feels that a consequence has been unfairly applied, the scholar may speak to the teacher after the lesson has ended. In some instances, the teacher may agree with the student and rectify his/her consequence. The decisions made by the teacher will be final.

#### 4.2 Hallway Behavior

Hallways are shared spaces and carry noise. We ask that all scholars and adults using the hallway during the school days keep in mind that classes are disrupted by hallway noise. Classes should transition from one class to another silently, in two lines, in a safe manner with their hands to themselves and not touching other students.

#### 4.3 Bathroom Behavior

In order to ensure that students are present in class to the greatest extent possible, we encourage scholars to use the bathroom before classes begin, during bathroom breaks, during lunch, and after school. When scholars have a bathroom emergency during class time, they will follow their individual class's protocol for receiving bathroom permission.

Scholars are expected to be potty trained before starting kindergarten, including the responsibility of wiping and cleaning themselves. School staff will not engage in any bathroom assistance unless it is an emergency.

Bathrooms are shared spaces, and we teach our scholars to treat all spaces with care and pride. We teach scholars to pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. We do not permit scholars to bring anything with them to the bathroom, including writing instruments. We fully expect scholars to follow these rules, however, should a scholar break our bathroom rules, the scholar will receive a consequence and might not be permitted to use the bathroom alone.

At all times a scholar is expected to obtain permission from the teacher to use the restrooms. Scholars are not to write on the walls or damage the facility in any way. A scholar who is feeling ill should report to the office and not remain in the restroom alone.

#### 4.4 Behavior System

At Ivy Hill Prep, scholars have the opportunity to earn rewards for demonstrating excellent behavior, academic growth and good citizenship. Scholar behavior is monitored throughout the school day through use of our color chart. The color chart will have various color bands that equate to levels of scholar behavior (silver, green, yellow, red, etc.). Teachers will fluidly move scholars' colors up or down depending on their behavior at a given time. When a mistake is made, scholars receive a reminder from their teacher which is called a "check". Teachers will give a reminder/check to get the scholar back on task. Three checks will be given prior to a color going "down". When scholars are demonstrating consistent model behavior and/or academic work, a praise is given in the form of a "star". Three stars will be given prior to a color moving "up". Teachers will consistently narrate the behavior that resulted in a color change. The movement of colors both up and down reinforces the idea that we can learn from our mistakes, can bounce back from poor choices, and are rewarded for hard work and dedication.

Every day, in the child's Life's Work binder, families will sign a Behavior Log that identifies how their child ended the day on the color chart. If a scholar receives a colored star, this means that he/she ended the day on Green or Silver. If the colors, "Yellow" or "Red" are written in place of the star, this is an indication that your scholar struggled in some way. These colors will always be accompanied with a written explanation or phone call. Parents are encouraged to discuss their child's progress daily to encourage the good work, or to assist in the planning of displaying more leadership qualities in the classroom.

### **4.3 School Reward Opportunities**

At Ivy Hill Prep students have the opportunity to earn rewards for demonstrating excellent behavior, academic growth, and good citizenship. We also have an end of year awards ceremony to celebrate scholars and families for various achievements attained throughout the Ivy Hill Prep academic year, including perfect attendance, high honor roll, honor roll, and creed value awards. Positive reinforcement is broken down as follows:

#### **Daily Praise**

- Teachers will recognize students who excel behaviorally and academically by giving praise and sometimes providing students with stickers or notes. Teachers will also recognize scholars who have demonstrated considerable growth, both academically and behaviorally.

#### **Weekly Praise**

- At the end of every week, scholars who have ended the day on silver or green for at least 4 days will earn the chance to pick a prize from our school store treasure chest.
- As a schoolwide community, teachers will recognize students who have shown growth or improvement, done well on an activity, project, or assignment, or exemplified the schoolwide creed value for the month.

#### **Homework Superstars**

At the end of the month, any student who has completed Life's Work (homework) assignments to the Ivy Hill Prep standard for every single day of the month will be able to

participate in a lifework celebration and receive a prize.

#### 4.4 Community Violations

We believe that our consistent use of the color chart, positive narration, and support will address the large majority of scholar behavior concerns. However, if the misbehavior is more serious or continues despite corrections and support, our team will partner with the scholar's parents to devise an Individual Behavior Plan to support. These serious infractions may include, but are not limited to:

- continued disrespect of an adult, including rolling eyes, sucking teeth, or other such body language, defiance, or rudeness;
- disrespect of a fellow scholar, such as name-calling, insulting, or excluding;
- disrespect of the school, such as drawing on a table or book, taking school supplies without permission;
- unsafe behaviors, such as hitting, kicking, biting, pushing, play fighting or throwing tantrums;
- making verbal or physical threats, empty or otherwise;
- leaving class without permission;
- cheating or plagiarism, or copy of anyone else's work; • use of inappropriate language; and
- extreme disruption of class.

Please note that these infractions apply to students while on school grounds, on the school bus, and at any school related trip or activity.

- The first, second and third Community Violations of the trimester will be accompanied by a phone call home at the end of the day. The teacher may also request a conference with a parent/guardian.
- If a scholar receives four or more Community Violations in a trimester, a parent/guardian will be required to attend a mandatory conference with the Head of School, Dean of Culture, classroom teacher(s) and the scholar.
- At the 6th Community Violation of a trimester, the parent/guardian will be required to observe their child in class for 60 to 90 minutes. This parent/guardian observation helps teachers, families, and scholars create a behavior plan for the scholar in order to successfully keep the scholar in class.
- Ivy Hill Prep offers students many privileges that can be taken away as a consequence for choices that negatively impact their learning, the learning of others, their safety, or the safety of others. Privileges that can be lost include but are not limited to:
  - Specials Blocks
  - Choice Time
  - Recess
  - Participation in birthday celebrations

- Participation in field trips
- Socializing with classmates during snack time, breakfast, or lunch

Families will receive a phone call home for each Community Violation; the phone call will be made by the classroom teacher or a member of the Leadership Team.

Ivy Hill Prep believes that our use of community violations will minimize our need to rely on in-school or out-of-school suspensions. We do, however, reserve the right to assign these consequences if the misbehavior presents a serious safety or other concern.

#### **4.5 Suspension**

In the case of a suspension, the scholar will be removed from class and will be sent to the Main Office or another designated school location, following which, the scholar's parent/guardian or guardian will be notified of the incident by the school. In all cases where the scholar has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified.

Due process states, scholars are guaranteed due process and fair treatment at school. Therefore, prior to Ivy Hill Prep taking disciplinary action against a scholar, the School will provide the scholar with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process will consist of informing the scholar of the disciplinary issue and giving the scholar an opportunity to respond. As described below, more formal procedures will be followed when the discipline proposed is greater than ten days of suspension.

In every case of scholar misconduct for which suspension or expulsion may be imposed, the Head of School shall exercise discretion in deciding the consequences for the offense; consider ways to re-engage the scholar in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive interventions and supports. **Suspension Under or Equal to 10 Days (Short-Term)**

Scholars in grades K-2 may receive a suspension for egregious acts of disrespect or defiance. If a scholar commits one of the infractions listed below, the scholar may receive a suspension in addition to receiving a Community Violation.

If a scholar commits one of the infractions listed below, the scholar may receive an out of school suspension rather than receiving a Community Violation. The Head of School may suspend any scholar for up to 10 school days. Before the scholar is returned to class, the scholar, his or her parent/guardian or guardian, and the Head of School will meet in order to address the scholar's behavior and plan for improvement. Furthermore, scholars will not be allowed to return to class after a suspension without a parent/guardian signature on the suspension letter. If the school is unable to contact the parent/guardian/legal guardian, the suspended scholar will be held in school until the end of the day. The parent/guardian/legal guardian shall be held liable for all damages caused by a scholar. Scholars are not entitled to appeal a short-term suspension. These serious infractions that may merit immediate

suspension include, but are not limited to:

- Gross disrespect of a fellow scholar, staff member, or school property
- Continued tantrums that disrupt the learning environment
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment or intimidation
- Skipping school or class
- Using abusive, vulgar, or profane language or treatment
- Making verbal or physical threats, empty or otherwise
- Fighting, pushing, shoving, or unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Gambling
- Departing, without permission, from class, building, or school-sponsored activity
- Forgery of any sort, including parent/guardian signatures
- Cheating or plagiarism, or copying of anyone else's work
- Violent or threatening behavior
- Bullying or harassing conduct
- Repeated and fundamental disregard of school policies and procedure

### **Suspension Over 10 Days (Long-Term)**

Using the same list of infractions listed under short-term suspension, the Head of School will make a recommendation to the Governing Board, if the suspension of a scholar is more than 10 days.

Prior to a suspension of more than 10 days, the following due process procedures will apply:

- The parent/guardian/legal guardian will be notified of the intent to suspend for over 10 school days
- Date, time and place of a hearing will be sent to the parent/guardian/legal guardian with at least five working days' notice
- Notice of the right at the hearing to:
  - Be represented by his/her families, legal or other representative (at the scholar's/parent/guardian's own expense)
  - Present evidence
  - Confront and cross-examine witnesses
- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request.
- This hearing must include the scholar, the Head of School (or other staff), and the parent/guardian/legal guardian.
- The Governing Board has decided that the all expulsion hearings shall be held at a Special Executive Meeting to protect the privacy of the scholar unless the parent/guardian requests that it be open to the public.

- The student and/or parent/guardian may submit any complaint regarding this process to the New York State Education Department.

#### 4.6 Expulsion

In the case of an expulsion, the scholar will be removed from class and will be sent to the Main Office or another designated school location, following which the scholar's parent/guardian or guardian will be notified of the incident by the school. In all cases where the scholar has committed a crime or violation of local, state or federal law, law enforcement authorities will be notified. Expulsion is defined in as the permanent withdrawal of the privilege of attending a school unless the governing board reinstates the privilege of attending the school.

The Head of School may recommend to the Governing Board expulsion of a scholar for serious cause, including, but not limited to:

- Being on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, including, but not limited to, marijuana, cocaine, and heroin;
- Assaulting another scholar, school employee, school consultant, or school volunteer on school premises or at school-sponsored or school-related events, including athletic games;
- Extreme bullying and/or harassment
- Continued acts of violence that endanger community
- Possession, use, sale, or transfer of drugs and alcohol;
- Destruction or attempted destruction of school property including arson

In addition to any of the preceding infractions, any breaches of federal law or law may be handled in cooperation with the law and may result in expulsion.

**Due Process:** Scholar disciplinary offenses resulting in removal from the classroom (i.e., suspensions and expulsions) are subject to due process procedures, including notices, hearings, appeals, and educational services during removals.

- The parent/guardian/legal guardian will be notified of the intent to long-term suspend or expel a scholar;
- The date, time and place of a hearing will be sent to the parent/guardian/legal guardian with at least five working days' notice
- The scholar and parent/guardian will be given written notice of the right at the hearing to:
  - Be represented by his/her families, legal or other representative (at the scholar's/parent/guardian's own expense);
  - Present evidence;
  - Confront and cross-examine witnesses;

- The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the scholar upon request;
- The hearing will include the scholar if he or she chooses to participate, the Head of School (and/or or other staff), and the parent/guardian/legal guardian if he, she, or they choose to participate;
- All expulsion hearings shall be closed to the protect the privacy of the scholar unless the parent/guardian requests that it be open to the public;
- A scholar and/or parent/guardian, upon request, will have the right to review the scholar's records;
- The decision by the board will be in writing and the controlling facts upon which the decision is made will be stated in sufficient detail to inform the parties of the reasons for the decision;
- The student and/or parent/guardian may submit any complaint regarding this process to the New York State Education Department.

Scholars have the right to reapply for admission after one year of expulsion. The Governing Board has the right to deny admission of a scholar who has been expelled from another school or is in the process of being expelled, and to deny, upon review of a request, readmission of a scholar previously expelled from Ivy Hill Prep.

#### **4.7 Discipline of a Scholar with Special Needs**

Ivy Hill Prep will meet all requirements of Section 504 of the Rehabilitation Act as defined in Part B of IDEA, and State laws regarding disciplining of scholars with disabilities.

As explained above, under the Fourteenth Amendment to the United States Constitution, scholars are guaranteed due process and fair treatment at school. Therefore, prior to the School taking disciplinary action against a scholar, the Head of School will provide the scholar with appropriate due process. When the disciplinary action consists of ten days of suspension or a lesser penalty, this process will consist of informing the scholar of the charges against him/her and giving the scholar an opportunity to respond. More formal procedures must be followed when the discipline proposed is greater than ten days of suspension.

Scholars may have additional rights pursuant to laws governing the provision of educational services to scholars with disabilities.

The Individuals with Disabilities Education Act (IDEA) and related regulations provide eligible scholars with certain procedural rights and protections in the context of scholar discipline. A brief overview of these rights is provided below.

**Short-term suspensions:** School personnel may refer a scholar to an alternative placement or suspension for up to 10 total school days without services. For subsequent exclusions the school year which do not constitute a change in placement:

1. The school must provide Free and Appropriate Public Education (FAPE) services to the extent necessary for progress in the general curriculum and IEP goals as determined by school personnel in consultation with at least one teacher.

2. If appropriate, the school must conduct a functional behavioral assessment and develop a behavioral plan.

**Change of placement:** A change of placement is defined as removal for more than ten consecutive school days or for a series of shorter removals (exceeding 10 days in total) with consideration of the length and total time removed, as well as the proximity and similarity of behavior. On the date of a decision to make a removal constituting a change of placement, families/guardians must be notified of the decision and the procedural safeguards.

Within ten school days of a decision resulting in a change of placement, the team must conduct a manifestation determination. The meeting must include representatives of the school, families/guardians and any other relevant members. The team must consider all relevant information in the scholar's file, teacher observations, and relevant information from the families/guardians. The team must determine whether the conduct was: (1) caused by the disability; or (2) had a direct and substantial relationship to the disability; or (3) was a direct result of the district's failure to implement the IEP. If any of these criteria are met, then the conduct is a manifestation of the scholar's disability.

If the team determines that the conduct was a manifestation of the disability, the scholar must be returned to his/her placement. The parties, however, may change the IEP and placement through the team process. Also, the team must conduct a functional behavioral assessment and implement a behavior intervention plan or, if a behavioral plan already exists, review the plan and make any necessary modifications.

If the team determines that the conduct was not a manifestation of the disability, the school discipline can be put into effect. The scholar is entitled, however, to receive educational services to enable progression in the general curriculum and IEP goals. The team must determine which services are necessary and the setting where they will be provided.

**Appeal Rights:** When a parent/guardian/guardian disagrees with the Team's decision on "manifestation determination," or an alternative placement, the families/guardians have the right to request an expedited hearing from the Bureau of Special Education Appeals. Placement pending the appeal is in the alternative setting as determined by the team for the duration of the discipline or completion of the appeal.

**Exceptions for Specified Conduct:** Under certain special circumstances as defined by federal law, school personnel may place the scholar in an interim alternative setting for 45 school days, without regard to the manifestation determination. These special circumstances include incidents where the scholar possesses, uses, sells or solicits illegal drugs, carries or possesses a weapon, or inflicts serious bodily injury while on school premises or at a school function. The federal definition for serious bodily injury means bodily injury that involves:

1. A substantial risk of death;
2. Extreme physical pain
3. Protracted and obvious disfigurement; or
4. Protracted loss or impairment of a bodily member, organ or mental facility.

Otherwise, if the scholar's continuation in the current placement is substantially likely to cause injury to himself/herself or others the district may request an expedited hearing for an order to place a scholar in an alternative setting for a period not to exceed 45 school days. The district also has the right to seek a court injunction.

Scholars with Disabilities under Section 504 Scholars who are not eligible for services under the IDEA, but who have disabilities within the meaning of Section 504 of the Rehabilitation Act are entitled to certain procedural protections associated with Section 504.

## 1.8 Complaint Process

**Introduction:** It is Ivy Hill Prep's policy to ensure that scholars or families with a grievance relating to Ivy Hill Prep, its administration, and/or other employees shall, except as otherwise set forth below, use a procedure which may resolve grievances as quickly and as fairly as possible.

1. **Initial Conversation:** If you or your child has a grievance you should discuss it informally with the teacher, administrator, coach, or staff member directly involved in the matter. We hope that the majority of concerns will be resolved at this stage.
2. **Where to File A Complaint.** Any scholar who believes that Ivy Hill Prep has discriminated against or harassed her/him because of her/his race, color, creed, ethnicity, national origin, sex, sexual orientation, mental or physical disability, age, or ancestry in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint in writing with the Director of Operations. If the Director of Operations is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Head of School. These individuals are listed below and are hereinafter referred to as "Grievance Administrators."
  - Head of School
  - Director of Operations

**Complaints of harassment by peers:** In the event the complaint consists of a scholar's allegation that another scholar is harassing him/her based upon the above-referenced classifications, the scholar may, in the alternative, file the complaint with the Head of School.

**Complaints of discrimination based upon disability:** A scholar who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of that scholar, who because of a handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act should first contact the Head of School. If the complaint remains unresolved after contacting the Head of School, the procedure set forth by the Governing Board of Trustees must be followed.

**Contents of Complaints and Timelines for Filing.** Complaints under this Complaint Policy must be filed within 30 school days of the alleged discrimination. The complaint must be in

writing. Any person of the scholar's choosing, may assist the complainant with filing the complaint. The written complaint must include the following information:

1. The scholar's name and the parent/guardian's name who is filing the complaint on behalf of the scholar.
2. The name, address, telephone number, and e-mail address of the scholar's legal representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.
6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the scholar or parent/guardian wants the complaint to be resolved.

**Investigation and Resolution of the Complaint:** Respondents will be informed of the charges as soon as the Director of Operations or Head of School deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated. The Director of Operations, Head of School, or one of their designees will interview witnesses whom s/he deems necessary and appropriate to determine the facts relevant to the complaint and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, a member of the Leadership Team will meet with the scholar, parent/guardian and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the scholar, parent/guardian, and/or representative, the member of the Leadership Team will provide written disposition of the complaint to the scholar, parent/guardian and/or representative and to the respondent(s).

Notwithstanding the above, it is understood that in the event a resolution contemplated by Ivy Hill Prep involves disciplinary action against an employee or a scholar, the resolution shall be kept confidential, except for the people that are involved.

All the timelines above will be implemented as specified, unless the nature of the investigation or circumstances prevent such implementation, in which case, the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented. In addition, it should be noted that in the event the respondent is subject to a collective bargaining agreement which sets forth a specific timeline for notice and/or investigation of a complaint, such timelines will be followed.

Confidentiality of scholars/respondents and witnesses will be maintained, to the extent possible.

Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

**Appeals.** If the scholar/parent/guardian is not satisfied with the disposition of a complaint, the scholar/parent/guardian may appeal the disposition to Governing Board within one week after receiving a decision from the school. The Governing Board will issue a written response to the appeal within 30 school days of receiving the appeal. The Board expects that all prior steps have been followed before action is taken at a Board level. All applicable public open meeting laws will be followed for the Board's meeting, including prior notice and the right of the employee to request that any potential employment action be held in an open meeting. Upon Resolution of complaint, Ivy Hill Prep must provide: (1) Written determination of complaint and any remedial action taken, and (2) Written notice that complainant may appeal to NYSED.

#### **4.9 Field Trips**

The school's curriculum may sometimes call for outside learning experiences. During these activities, it is important for all scholars to be responsible for their behavior since the site of the activity is a temporary extension of the school grounds. A permission slip that allows scholars to attend each school field trip will be sent home prior to the trip and must be signed by a parent/guardian or guardian. Scholars who fail to return the signed slip – or who are not permitted to attend the particular trip as a result of a loss of privileges – will not be eligible to participate and will be required to remain either in another classroom or in the office during the field trip. If families or other volunteers assist with field trips, scholars must give these families or other volunteers the same respect they would give to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school provided transportation. No younger/older siblings who are not enrolled with Ivy Hill Prep may attend the field trips due to safety.

If a student presents a safety concern to him/herself, or other classmates, due to significant misbehavior, a scholar may not be permitted to attend.

During registration, families grant their student permission to participate in school-related field trips that are within walking distance by completing the Handbook Sign-off Page. Families will be required to sign permission slips for any field trips that require transportation (bus or subway) and the school will send home permission slips prior to the trip.

At times, teachers will ask for a limited amount of family chaperones to attend field trips. Family chaperones are required to supervise students at all times and uphold Ivy Hill Prep's expectations. Family chaperones may not leave the field trip early and must come to and from the school with the class.

#### 4.10 Forgery

Shared information and constant communication among teachers, scholars, and families are crucial to the success of the school. Progress regarding academic and behavioral performance will be conveyed through a variety of means, including progress reports and report cards, to be brought home by scholars, signed by families, and returned by scholars the next school day. Scholars who forge their parent/guardian's signature, or forge parent/guardian or guardian approval on any official or unofficial school communication, including community violations, may face an out-of-school suspension.

may face an out-of-school suspension.

### Section 5: Building Safety and Security

There are a number of basic procedures the school has in order to ensure the safety and security of its scholars and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place.

#### 5.1 Closed Campus

Under no circumstances are scholars to leave the school building without permission. A scholar with permission to leave may only leave under the escort and supervision of an authorized adult. Scholars need to be aware that the school has several neighbors and should be respectful and courteous of their needs. Once scholars have entered the school in the morning, they may not leave the building unless they are escorted by a school staff member or other authorized adult.

#### 5.2 Visitors/Volunteers

**Visitors:** Ivy Hill Prep is happy to have visitors. Anyone, including family members who wish to visit the school, must first call the office to set up an appointment. Our Office Coordinator will make every attempt to arrange the visit within 24 hours of the request.

**Volunteers:** As a family member, you are an essential part of the Ivy Hill Prep community. Your input is welcome on all levels and volunteerism is encouraged in the school throughout the year. Volunteer opportunities are plentiful. A volunteer coordinator will organize and schedule family volunteers. When volunteering in the school, please keep in mind the following:

- You should arrange with the teacher the specific time you would like to volunteer at the school ahead of time. If you are unable to keep your scheduled time, please let the school know.
- Younger siblings should not accompany a parent/guardian/guardian to school during his/her volunteer time.
- When in the classroom, please support the school philosophy and model the

code of behavior scholars and staff follow school wide.

Volunteers often inadvertently have access to sensitive information. Any information about scholars or their grades, discipline, or any personally identifiable information about School employees, including address, salary, Social Security number, or telephone number, etc. is to remain confidential. If a volunteer has a concern involving something that is witnessed or overheard it should be discussed with a faculty member or the Head of School. If a volunteer disregards this policy, the privilege of volunteering may be revoked. All employees of charter schools, and school volunteers who work with scholars, shall be fingerprinted and have a criminal background check conducted as required by statute.

Any visitor, including families and guardians, who do not report to the office or are found in the building without authorization will be asked to leave immediately. Visitors should wear visitor badges at all times to indicate that they have checked-in at the main office.

### 5.3 Scholar Searches

In order to maintain the security of all scholars, Ivy Hill Prep reserves the right to conduct searches of its scholars and their property. If searches are conducted, the school will ensure that the privacy of the scholars is respected to the greatest extent possible, and that scholars and their families are informed of the circumstances surrounding, and results of, the search. School cubbies and desks, which are assigned to scholars for their use, remain the property of the school and scholars have no expectation of privacy in these areas. All school premises are subject to random searches by school officials at any time.

### 5.4 Emergency Drills

**Fire Drill:** During the first month of school and frequently throughout the school year, scholars and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency. It is important for scholars to follow instructions quickly and quietly during an emergency drill. Procedures are as follows:

- Everyone must respond immediately to the fire alarm.
- All electrical equipment must be turned off before exiting a room.
- All doors must be closed but not locked.
- Exit silently in a single file line.
- Use either the primary or secondary exit.
- Proceed to assigned area where attendance will be taken and absences reported to a school administrator.
- Scholars should turn away from the building and remain silent to listen for further directions.
- Scholars must remain with their class, in sight of the teacher.
- No one may return to the building until an “all clear” signal is given.

**Lock Down Procedures:** A school administrator or staff member who sees that there is an immediate need for an emergency lock down will initiate the following procedures:

1. Notify the school office immediately upon observing a situation that may put children in imminent danger
  - a. A school administrator will notify school personnel to lock down.
2. At this time, teachers will complete the following steps as quickly as possible:
  - a. Lock their doors – once the door is locked, teachers are not to unlock it for any reason (not even to permit a scholar to enter);
  - b. Cover the door window with paper;
  - c. Have the scholars move away from all windows and sit silently on the floor;
  - d. Take attendance and call the office if they are missing any scholars (they may be in the bathroom or in another classroom);
3. Under no circumstances are teachers to open their classroom doors until they hear the code word or are directed to do so by local law enforcement or fire officials.

Volunteers/guests must also follow the above procedures for a fire alarm and lock-down.

## **Section 6: Family Involvement**

Ivy Hill Prep is an academically rigorous, disciplined, and joyful elementary school in which all members of the school community – leaders, teachers, families, scholars, and board members – understand and are driven by the mission of college. We believe in the importance of working together to make a positive impact in the academic growth, character growth, and development of every child. Although the responsibility of making decisions of school policy belongs to the Governing Board and Head of School, families are involved on an individual level and through organized parent/guardian groups. We recognize that an effective partnership between school and home sets each scholar up for success by garnering family support of our school and reinforcement in the home for the school’s activities and expectations.

### **6.1 Family Communication**

It is vitally important that the school have methods of contacting families through the child’s parent/guardian or other authorized family member. This is of critical importance in case of emergency, illness, or behavior requiring immediate family contact. Families are advised to notify the office of moves, changes of home or emergency telephone numbers, and/or places of employment.

In case of an emergency, families or guardians should contact the Main Office either by phone or in person. Under no circumstances should families or guardians contact scholars in their classrooms or attempt to withdraw scholars from the building without notifying and receiving permission from staff members in the Main Office. Additionally, parents should not call their child’s cell phone during school hours. Instead, they should contact the main office.

## 6.2 Parent/Guardian and Family Involvement

Family involvement in a child's educational life is critical to a child's success. We encourage families to develop strong positive partnerships with the school.

**Visiting Classes:** Our school has an open-door policy that allows family members to sit in on class during any time after the first six weeks of school. During the beginning of school, it is critical for scholars to transition into their new setting, and the presence of families in the classroom can slow this process. Beginning in mid-October, we encourage families to come into the classroom and see our dedicated teachers and scholars at work. To schedule a visit, please call our Main Office at least 24 hours in advance to schedule your observation.

- Please do not bring other children into the classroom.
- When observing in the classroom, families are asked not to disrupt the education of their child or of other children or to attempt to conduct individual conversations with the teacher during instructional time. Family members who are disruptive to the educational process will be asked to leave. Visitors need to sign in at the office before visiting a classroom and wear a visitor badge while in the school.

**Family Orientation:** New families of Ivy Hill Prep are asked to bring their children in to the school before the start of school to meet with school staff and review expectations. These sessions are mandatory and will last approximately 1.5 hours; a family is only required to attend one session. It is critical that all families and children attend this initial Orientation session. At the orientation, teachers will explain vital information about class rules and discipline systems, class specific policies, give an overview of the general daily schedule, and answer any general questions that families have about the classroom. It will also give families a chance to meet families of other scholars in the school!

**Curriculum Nights:** We are excited about our curriculum at the school and want to share what is going on in our classrooms. Throughout the year, we will hold parent/guardian curriculum nights, and we encourage all families who can attend to do so. We will send out a calendar at the start of the year that has all of the dates for the monthly curriculum nights.

**Volunteer at Ivy Hill Prep.** Families are asked to host and give tours to school visitors, assist classroom teachers with various needs, serve as chaperones for school field trips, and participate in planning sessions for school activities that support the school's mission. All employees of charter schools, and school volunteers who work with scholars, shall be fingerprinted and have a criminal background check. We demonstrate appreciation of all of our families for entrusting us to educate their children to the highest quality, and we honor and recognize families that go above and beyond the required efforts to enhance their scholar's achievement and our mission.

**Parent Teacher Conferences:** Parent Teacher Conferences at Ivy Hill Prep are mandatory. Conferences are a crucial component of our educational program. A parent/guardian is expected to attend conferences as indicated on the school calendar, and at other times as

requested by the classroom teacher or Head of School. Families should plan on attending a 30-minute conference during that school day or at a pre-arranged time before or after school during that week.

## **Section 7: General School Information**

### **7.1 Address**

Ivy Hill Preparatory Charter School  
475 East 57<sup>th</sup> Street  
Brooklyn, NY 11203  
Telephone: 917-789-5989  
[www.ivyhillprep.org](http://www.ivyhillprep.org)

### **7.2 Phone Use**

Although Ivy Hill Prep aims to have as much communication as possible with families, it would take an incredible amount of staffing and resources to provide message services, and we cannot guarantee that messages will actually reach scholars or teachers during the day. Teachers will, however, receive messages after 4:30 pm. Scholars are prohibited from using school telephones unless it is an emergency that requires immediate attention.

The office phone is a business phone and should be used by scholars for emergencies only. The phones may not be used by scholars to arrange for delivery of any items, including signed report cards, or missing Life's Work assignments. If families need to leave a message for their child, they should call the office, to leave a message before 12:30 PM. Scholars will not be called from class to the office to speak with a family member except in case of an emergency.

### **7.3 Lost and Stolen Property**

We strongly encourage families to ensure that children do not bring valuable objects to school. Any items that scholars bring to school which may cause disruption will be confiscated at the school. We make every reasonable effort to return all personal property to a parent/guardian; however, the school is not responsible for replacing lost or stolen property or compensating the family for the value of that property.

### **7.4 Birthday Celebrations**

On the first Friday of each month of the school year, we celebrate all of our scholars who have birthdays in that month. This ensures that scholars' birthdays are celebrated in a way that does not interrupt the academic day. However, individual birthday celebrations are permitted if parents would like to celebrate their child individually. Two weeks prior to the desired celebration, parents are responsible for coordinating a date with the scholar's classroom teacher. All celebrations will take place during Choice Time between 4:00 PM and

4:20 PM. Snacks and treats are permitted, but must be approved by the classroom teacher in advance. Parents will be informed if there are any food allergies in the class. If there is a food allergy in the class, we ask families to be considerate and avoid that food product in the birthday snacks. Families, guardians, family, and friends are asked not to have flowers, cakes, balloons, etc. delivered to school for scholar celebrations. These are disruptive in the classroom and are a safety concern at school. If they are delivered, they will be kept in the office and the scholar's parent/guardian/guardian will be notified to pick up these items. According to the New York State Department of Health Services, all food distributed in the classes must be pre-packaged and store-bought.

If your child does not celebrate birthdays, please send a note in writing informing us that your child is not permitted to participate in birthday celebrations. This note will be held in the scholars' file.

## 7.5 Enrollment Policy

In the 2020-21 school year, Ivy Hill Preparatory Charter School will enroll 180 students in Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade. We will grow one grade each year until we reach full scale in year 5, at which point we will enroll students in grades K-5. Ivy Hill Preparatory Charter School's admission policies and procedures are in accordance with Education Law §2854. Ivy Hill Prep is a tuition-free, public charter school. Admission of students will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, sexual orientation, gender identity, socioeconomic status, parent's/guardian's marital status, political affiliation, or any other protected status. Any child who is qualified under the laws of New York State for admission to a public school is qualified for admission to Ivy Hill Preparatory Charter School.

### Enrollment Eligibility

**New York State Resident.** All student applicants must be residents of New York State at the time of enrollment. To complete the enrollment process, all parents are mandated to attend one (1) of the designated Enrollment Days organized by the school to secure their child's seat. In the event of unexpected school closure, the submission of student documents and the completion of school specific enrollment documents will be completed electronically prior to a specific date that will be decided upon by the school. At the time of enrollment, whether in person or if done electronically, families must provide **two** proof of residency documents for the student. Acceptable proof of residency includes: lease agreement, mortgage statement, residential utility bill, property tax bill, water bill, government-issued identification which has not expired and includes the address of residence, income tax form, NYS driver's license which has not expired, voter registration documents, or evidence of custody of the child that include name of student and address of residence. Students in temporary housing, as defined by McKinney-Vento, are not required to submit proof of residency documentation.

**Age.** All students that enroll in Kindergarten must turn five by December 31<sup>st</sup> of that school year. For the 2020-2021 school year, all students that enroll in Kindergarten must turn five by December 31, 2020.

As a public charter school, we do not require any action by a student or family (such as an admissions test, interview, attendance at an information session, etc.) in order for an applicant to receive or submit an application for admission.

### **Enrollment Policy for Homeless Students**

Ivy Hill Preparatory Charter School is dedicated to meeting the needs of youth who may be experiencing instability in their home lives.

Our enrollment paperwork process requires the documentation of living arrangements of the student, including asking if they are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative accommodations; with relatives or others due to loss of housing, economic hardship or a similar reason; shelters; cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; are abandoned in hospitals; or have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. This includes migratory children living in circumstances described above.

### **Transportation Policy for Homeless Students and Those Living in Foster Care**

Our school is a Title 1 school and we are a 1 building LEA (Local Education Agency). If any of our students become homeless, and/or take refuge in a shelter or comparable dwelling or arrangement, a portion of our Title 1 funding can and will be used to provide transportation for affected students and/or wages for tutors to convene with affected student/s to ensure that grade level expectations are continuing to be strived for. In no case will we accept the fact that the lack of an adequate living arrangement should come into conflict with educational goals that all students are held to.

The New York City Office of Pupil Transportation provides yellow school bus service to eligible students. All eligible scholars will be assigned a bus stop location for morning pick up and afternoon drop off. School bus routes are determined by student address, so it is imperative that you contact the school when your address changes.

Door to door yellow school bus service may be requested for scholars with transportation services indicated on their IEP, scholars with medical conditions, and scholars whose family has moved to temporary shelter housing. Please notify the school to find out if your child will qualify for any of the above special circumstances. Our Social Emotional team works quickly to ensure that this happens if a student's housing arrangements change due to homelessness or foster care placement. At no time will a child's ability to arrive on time to school be jeopardized due to homelessness or foster care placement.

### **Enrollment Process**

**Application Submission.** Ivy Hill Preparatory Charter School participates in the New York City Charter School Common Application and also provides paper applications for families when necessary to meet all accessibility needs. The application form is available in English and Spanish, and will be made available in other languages as needed. The application is available at [www.ivyhillprep.schoolmint.net](http://www.ivyhillprep.schoolmint.net) and [www.ivyhillprep.org/apply](http://www.ivyhillprep.org/apply). Ivy Hill Prep's application period will close at 11:59pm on April 1<sup>st</sup> of each year. Should the number of applications exceed the capacity of the grade level, we will conduct a random, public selection process

(lottery) to enroll students.

**Lottery.** In accordance with Public Officers Law § 104, the date, time, and location of the lottery will be made known to the public. Two weeks prior to the lottery, we will provide notice of the time and location of the lottery to the same media outlet we use to post information about our Board meetings and will also post this information on our website. All families that have submitted an application by the deadline will be notified of the date, time, and location of the lottery. While families are welcome to attend, they are not required to do so and will not be penalized in any way if they do not attend. The lottery will be open to the public, in accordance with NYS Education Law §2854(2)(b), and a disinterested party will draw the lottery (8 NYCRR 119.5).

**Accepting an Offer.** Families will receive a phone call and email notification if their child is accepted by the lottery, and will have two business days to respond to the offer of acceptance. If families do not respond or formally accept the seat within two (2) business days, the seat will be filled from the waitlist in numerical order. Families can respond to the offer by phone (917.789.8959) or by email ([info@ivyhillprep.org](mailto:info@ivyhillprep.org).) If a family initially declines an offer and then seeks a seat for the same child at a later point during that school year, that family will be added to the end of the waitlist.

**Vacant Seats.** We will backfill vacant seats in kindergarten through third grade up to and including the last day of second quarter. Seats vacated between the initial lottery and the last day of second quarter will be offered to students on the waitlist. Seats vacated in the third or fourth quarter will remain vacant through the end of the academic year and will be filled for the next academic year through the public lottery. If a seat becomes available before the third quarter, we will contact the next family on the waitlist in numerical order and allow them two (2) business days to formally accept the seat. Families can respond to the offer by phone (917.789.8959) or by email ([info@ivyhillprep.org](mailto:info@ivyhillprep.org)). Should the family not accept or respond to our offer, we would move to extend an offer to the next family on the waitlist. Per our commitment to fulfill our mission for each student, we will not fill vacant spots that become available during the third or fourth quarter.

**No-Show Policy.** If a student does not attend and misses 20 consecutive days, and the student's family does not respond to communication from the school during this period of absence, the student may be removed from Ivy Hill Preparatory Charter School. Ivy Hill Prep will make every effort to reach absent families during the course of the first week of the school year, but will remove students and fill vacant seats in accordance with the process outlined above.

### Enrollment Preference

In accordance with New York State Charter School Law, enrollment preference will be given to students residing in the district of the school's location, siblings of students applying or already enrolled at Ivy Hill Prep, and students of Ivy Hill Prep employees.

**In District of Location.** We will accept students residing in the district of the school's location before accepting students living outside of that district. If we have fewer In-District applications than available seats, we will automatically accept all In-District applicants, and then fill the rest of our open seats through the lottery process described above.

**Returning Students.** Students returning to Ivy Hill Preparatory Charter School in a subsequent school year are exempt from the lottery process, and automatically enrolled in the next school year.

**Siblings of Applying and/or Enrolled Students.** If a child is selected through the lottery for a seat at Ivy Hill Prep, their siblings will be automatically granted enrollment if there is space available in their grade level. Siblings of currently enrolled students will be exempt from future lotteries and will be automatically granted a seat if there is available space at their grade level. Siblings are defined as children whose primary guardian(s) are also the primary guardian(s) of other children applying or already enrolled at Ivy Hill Prep. This is defined as guardian(s) who have custody of children and include half-siblings, step-siblings, or other family members such as cousins, nieces, or nephews being cared for as primary dependents. Siblings that apply simultaneously to Ivy Hill Preparatory Charter School, will also receive priority in the lottery process.

**Children of School Employees.** Children of school employees will be exempt from the lottery provided that the parent employed at Ivy Hill Preparatory Charter School has full or joint custody of the child. Employees include anyone who works at least half-time for Ivy Hill Prep and who started work on or before the first day of school of the year in which they are submitting their application. The number of students enrolled who are children of school employees will not exceed 15% of the total enrollment. Should the number of school employees' children applying exceed 15%, then all children of employee applications will be included in the general enrollment lottery.

### **Withdrawal Process**

Students may be withdrawn from Ivy Hill Preparatory Charter School at any time in accordance with the procedure outlined below. Only the enrolling custodial parent/guardian may withdraw a student:

1. Ivy Hill Prep will verify that the withdrawing parent/guardian is the custodial parent/guardian.
2. The withdrawing custodial parent/guardian must complete a withdrawal form and provide a signature to confirm the withdrawal decision.
3. Ivy Hill Prep will confirm receipt of the completed withdrawal form and signature, and will remove the student from the school's roster.

Seats that open as a result of a withdrawal will be filled in accordance with the steps outlined in the **Vacant Seat** section above.

## **7.6 Enrollment and Records**

Upon acceptance of a seat, each student applicant will be required to complete and submit enrollment forms along with the following documents:

- A copy of the pupil's birth certificate or other acceptable proof of age;
- An up-to-date record of immunizations and current physical;
- Last report card (unless registering for kindergarten);

- Custody papers (if applicable);
- IEP, psychological reports, and/or other documentation of special education (if applicable);
- 2 Proofs parent/guardian’s address. Please see below for possible proofs of address, or visit [https://www.schools.nyc.gov/docs/default-source/default-document-library/pre-registration-checklist\\_english](https://www.schools.nyc.gov/docs/default-source/default-document-library/pre-registration-checklist_english) for a full list of accepted documents.
  - A residential utility bill (gas or electric) in the resident’s name issued by a utility company (such as National Grid or Con Edison)—must be dated within the past 60 days
  - A bill for cable television services provided to the residence; must include the name of the parent and the address of the residence and be dated within the past 60 days
  - Rent receipt which includes the address of residence—must be dated within the past 60 days
  - Income tax form for the last calendar year
  - Official NYS Driver’s License or learner’s permit, which has not expired
  - Voter registration documents, which include the name of the parent and the address of residence
- A photo ID of the parent/guardian

## 7.7 Health Information

Health screenings are provided annually in order to identify scholars with health problems such as vision or hearing deficits that may now, or in the future, affect their education. Families/guardians are requested to notify the office if a scholar has a health problem. School personnel make every effort to comply with physicians’ recommendations.

Families and guardians are requested to keep scholars home if the following symptoms are present: nausea and/or vomiting, elevated temperature, yellow or green nasal discharge, red or inflamed eyes, cold symptoms, any skin rash unless it has been diagnosed by a physician as non-infectious, severe headache, or other pain. State law requires that scholars be excluded from school if they are suspected of having a communicable disease.

**Emergency contact:** Families/guardians must make arrangements to have either a parent/guardian, neighbor, or other responsible person available at all times to pick up a child who is ill. Because it is occasionally necessary to contact families/guardians, it is very important that families/guardians inform the school immediately of any phone number or address changes. School officials may contact Child Protective Services if a child is not picked up within two hours of the parent/guardian/guardian being contacted.

**Chicken Pox:** The scholar must remain home seven to ten days after the first pox appear so that all pox can be completely scabbed over before the scholar returns to school.

**Emergency Form:** Families are required to complete an emergency medical referral form for each of their children every year. Tell us how to contact you or another responsible adult if

your child becomes ill or is injured at school. Families are expected to notify school officials regarding scholars' health problems including allergies to foods, medicine, insect stings, etc. It is important to notify the office of your address, home phone number business phone or emergency phone number changes during the school year.

**Flu:** School officials immediately send home scholars who exhibit an abrupt onset of any of the following symptoms: fever, chills, headache, muscle aches, vomiting, or severe sore throat.

#### Health Screening Programs

- **Hearing:** We follow the guidelines recommended by the New York State Department of Health Hearing Conservation program. Hearing tests are given to scholars at specified grade levels.
- **Vision:** We follow the guidelines of the New York State Department of Health Services Vision program. Vision tests are given to pupils at specified grade levels.
- **Pink Eye:** Pink eye (conjunctivitis) is an eye infection with symptoms of red, swollen, runny and/or sticky eyelids, especially in the morning. Bacteria or a virus can cause pink eye that is easily spread from person to person by contact with discharge from the infected person's eyes. When it is necessary to send a child home because of pink eye symptoms, we encourage the parent/guardian to call the child's doctor and report the symptoms. The doctor will then decide if an antibiotic eye medication is necessary. If medication is prescribed, the child can return to school after using the medication for 24 hours.

#### **New York State Immunization Requirements**

Many of the New York State health mandates affect Elementary School aged scholars. The following are state requirements:

- Four to Five doses of tetanus, pertussis, and diphtheria toxoid
- Three or more doses of polio vaccine
- Two doses of measles and one dose of rubella vaccine
- One dose of mumps vaccine
- Complete Hepatitis B series
- Chickenpox vaccine for scholars born after Jan. 1, 1994
- Tdap booster for scholars born on or after Jan. 1, 1994.

These immunizations are required by the state of New York and enforced by state law; scholars may be barred from attending school until the requirements have been met. Families must provide written documentation of these immunizations as well as school physicals on an annual basis to the school nurse. There are several local service providers

that may provide assistance with both immunizations and school physicals. Please contact the school nurse or the main office for connections to those agencies.

**Over-the-Counter Medication Policy:** Administration of prescription medication is governed by the school's separate Policy for Administration of Prescription Medications at School. For over-the-counter (OTC) medications, families must fill out an Emergency Information Card that will remain on file in the front office. This form will also allow families to indicate permission for the scholar to take specific OTC medication (e.g., acetaminophen or ibuprofen). If a scholar must take any OTC medications while at school, the parent/guardian must bring the OTC medication to the health office and complete an additional permission form with signed instructions for administration. Dosage requested by the parent/guardian or guardian shall be in keeping with the manufacturer's recommendations. Each instance of administration of a prescription or non-prescription (OTC) drug shall be documented in the school's database by the administering office staff. The school does not provide any medications; therefore, families will need to provide any OTC medications their child will need. This includes cough drops, ibuprofen, antacids and acetaminophen. Scholars are not permitted to keep OTC medications on their person or in their backpacks on campus (all drugs, including cough drops, are kept locked in the health office). The Head of School must be notified immediately of scholars suspected of breaching these regulations. All medication must be kept within the health office. If a scholar has regular medication needed daily, the school needs to be able to keep the medication rather than sending it home each day (inhaler, epipen, breathing treatment, etc).

**Restricted Physical Education Activities:** If for any reason you feel your child should have restricted physical education activities, please provide school officials with a doctor's statement giving the reason and the length of the restriction. This information will be forwarded to the classroom teacher.

**First Aid Provision and Medical Emergencies:** Minor accidents, cuts, scrapes, and bruises will generally be treated at the school by the school nurse and administrators. In the event that a child requires emergency medical care, a parent/guardian or guardian will be notified as soon as possible. If a parent/guardian, or other emergency contact cannot be reached, the school may need to initiate medical treatment. Thus, it is essential that we have on file each scholar's Office/Health Emergency Card, which provides up-to-date contact information for families and guardians, and which gives the school permission to initiate emergency medical treatment if a parent/guardian or guardian cannot be reached.

In the event of an emergency, the school will attempt to contact the parent/guardian or emergency contacts provided by the parent/guardian. If the condition is life threatening, beyond the scope of the health office staff, or the families/emergency contacts cannot be contacted, the school will contact Emergency Medical Services (EMS) to assess and treat the scholar. If medical transport is required, as determined by EMS, the families are responsible for any costs incurred.

## 7.8 Administration of Prescription Medication

In the event that a physician and parent/guardian or legal guardian determine that a scholar needs medication which can be administered while the scholar is at school or during school activities, the following shall apply:

- All medication or testing equipment will be kept in the school office. In the case of diabetes, the parent/guardian or legal guardian shall also provide a diabetes medical management plan, signed by the scholar's physician. School personnel will not administer medication by injection or perform diabetes testing that involves breaking the skin unless the diabetes medical management plan provides specific written notice that the scholar's health would be seriously impaired without the injection or testing during school hours or school activities, and also provides specific written instructions for techniques used to determine the proper dosage of medication in a specific situation. It is the parent/guardian or legal guardian's responsibility to provide adequate staff training for administration of medicine or diabetes testing. In no event will school personnel administer medications in dosages not prescribed by a physician.

## **7.9 Child Find**

The intent of Child Find is that schools identify, locate, and evaluate all children from birth through age 21 with delays or disabilities in order for the children to receive the supports and services they need. Public schools are responsible for "finding" eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs. Child Find procedures include identification (screening), referral, and evaluation procedures. The Child Find process includes the diagnostic testing, the Scholar Supports Team (SST), and review of enrollment data and educational performance for transferring scholars. For children suspected of having a disability, the SST will recommend that a multidisciplinary evaluation team conduct a full and individual evaluation to determine eligibility and need for special education.

## **7.10 FERPA - Annual Notification to Families and Eligible Scholars Regarding Scholar Records**

This Notification is required by the Family Educational Rights and Privacy Act (FERPA) and provides you with important information regarding your rights as they relate to scholar educational records. It is directed to families (including a natural parent/guardian, a guardian or an individual acting as a parent/guardian in the absence of a parent/guardian or guardian) and eligible scholars (scholars aged 18 or older) or attending an institution of postsecondary education).

### **Parent/Guardian Rights**

- The Right to Inspect and Review the Scholar's Educational Records. If you wish to inspect/review the scholar's educational records, please contact the Head of School to make an appointment to do so. You will be provided access to records within a

reasonable period of time, but in no case more than 45 days after your request is received. School personnel will respond to reasonable requests for explanations and interpretations of the records. Ivy Hill Prep will provide you with a copy of the records or make other arrangements for inspection and review of the requested records if its failure to do so would effectively prevent you from exercising your rights to inspect and review the records.

- The Right to Consent to Disclosures of Personally Identifiable Information Contained in the Scholar’s Educational Records, Except to the Extent the Law Authorizes Disclosure Without Your Consent. Ivy Hill Prep will limit the disclosure of information contained in a scholar’s education records except: (1) By your prior, written consent; (2) As directory information; or (3) Under certain limited circumstances permitted by FERPA, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), and the No Child Left Behind Act of 2001. Some instances in which disclosure is permitted without your consent are set forth below.

**Directory Information:** Your consent is not required for Ivy Hill Prep to release the following scholar information designated as “directory information:” If you wish to refuse to permit Ivy Hill Prep to release directory information, you must submit your written refusal to the Head of School’s Office within two weeks of the date of this notice.

Name	Date and Place of Birth	Class Designation
Address	Grade level or major field of study	Previous School or District Attended
Telephone	Participation in officially recognized activities and sports	Wt. and Ht. for athletic teams
Parent/guardian Name	Scholar Photograph	Dates of Attendance
Email	Degrees and awards received	

**Disclosure to School Officials.** Ivy Hill Prep may disclose personally identifiable information from a scholar’s education record without your consent to school officials who have a legitimate educational interest in the information. School officials include, but are not necessarily limited to:

- Administrators, supervisors, and teachers
- Counselors, therapists, and other non-teaching personnel
- Authorized volunteers or interns
- Temporary substitutes for administrative, supervisory, or teaching personnel

- Members of Governing Board, when acting in their official capacity
- Contracted consultants or other professionals (i.e., attorneys, auditors, evaluators)

A “legitimate educational interest” is the person’s need to know in order to fulfill the school official’s professional responsibility and/or to provide a service or benefit to the scholar or the scholar’s family.

- The Right to Seek Amendment of the Scholar’s Education Records that the Parent/guardian or Eligible Scholar Believes to Be Inaccurate, Misleading, or Otherwise in Violation of the Scholar’s Privacy Rights. If you believe the scholar’s records contain information that is inaccurate, misleading, or in violation of the scholar’s privacy or other rights, you may ask Ivy Hill Prep to amend the record. You are also entitled to a hearing to present evidence that the record should be changed if Ivy Hill Prep decides not to alter it according to your request. A form for this purpose and additional information is available in the Head of School’s office.
- The Right to File a Complaint with the U.S. Department of Education Concerning Alleged Failures by Ivy Hill Prep to Comply with the Requirements of FERPA. You are entitled to file a Complaint with the U.S. Department of Education if you believe Ivy Hill Prep has violated FERPA.

Ivy Hill Prep complies with FERPA (20 U.S.C. § 1232g and § 1232h; 34 C.F.R. Part 99); the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.; 34 C.F.R. Part 300); and A.R.S. §§ 15-141, 15-142.

Families and eligible scholars have a right to file a complaint concerning alleged failures by a school district to comply with the requirements of the scholar records laws and regulations with the New York State Department of Education. Complaints relative to federal statutes and regulations governing scholar records may be filed with the Family Policy Compliance Office, U.S. Department of Education.

## **Title I – Right to Know**

We are pleased to notify you that in accordance with the No Child Left Behind Act of 2001, you have the right to request information regarding the professional qualifications of your child’s teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please provide a written request to our Main Office.

### **7.11 Individuals with Disabilities Education Act (IDEA)**

IDEA is a federal law that protects the rights of scholars with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the scholar's families and staff of the school of attendance. Also, with parent/guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws. Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

### **7.12 Custody**

In most cases, natural families shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will be made in cases where there are court orders restricting the rights of a parent/guardian to access a child and/or the child's official school records.

It shall be the responsibility of the natural parent/guardian who has a court order restricting the rights of the other (non-custodial) parent/guardian to a child or the child's official school records to notify school officials of the conditions of the court order and to provide school officials with a current copy of the court order. In cases in which a person other than the natural parent/guardian has been granted guardianship, the rights and privileges of the natural parent/guardian shall be considered divested, in the absence of court action granting the natural families specific rights. In cases of guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.

### **7.13 Reporting Child Abuse**

Child abuse is something that will not be ignored at Ivy Hill Prep. All school employees are required by New York state law and school policy to report any suspected child abuse. Ivy Hill Prep is required by law to report to Child Protective Services or the police department with jurisdiction any suspected non-accidental injury, sexual molestation, abuse, or neglect.

#### **7.14 Non-Discrimination**

Ivy Hill Prep does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA), or on the basis of pregnancy status in accordance with the Pregnancy Discrimination Act of 1978. In addition, no person shall be discriminated against in admission to the school on the basis of race, sex, color, creed, ethnicity, sexual orientation, mental or physical disability, age, or ancestry. Finally, no person shall be discriminated against in obtaining the advantages, privileges, or access to the courses of study offered by the school on the basis of race, sex, color, religion, national origin, or sexual orientation.

#### **7.15 Harassment**

Ivy Hill Prep is committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, or disability. Harassment by administrators, certified and support personnel, scholars, vendors, or other individuals at school or at school-sponsored events is unlawful and is strictly prohibited. Ivy Hill Prep requires all employees and scholars to conduct themselves in an appropriate manner with respect to their fellow employees, scholars and all members of the school community.

##### **Definition of Harassment:**

**In General.** Harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct that offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

**Sexual Harassment.** While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

1. Acceptance of or submission to such conduct is made either explicitly or implicitly a term or condition of employment or education.
2. The individual's response to such conduct is used as a basis for employment decisions affecting an employee or as a basis for educational, disciplinary, or other decisions affecting a scholar.
3. Such conduct interferes with an individual's job duties, education or participation in extracurricular activities. The conduct creates an intimidating, hostile or offensive work or school environment.

**Harassment and Retaliation Prohibited:** Harassment in any form or for any reason is absolutely forbidden. This includes harassment by administrators, certified and support personnel, scholars, vendors and other individuals in school or at school related events. In addition, retaliation against any individual who has brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by Ivy Hill Prep.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or Governing Board, subject to applicable procedural requirements.

## **7.16 Bullying and Cyberbullying**

Bullying is illegal and will not be tolerated at Ivy Hill Prep. Scholars have a right to be free from any form of bullying. Scholars, families, and school employees have a right and a responsibility to report incidents of bullying. Any scholar who engages in such behavior will face behavioral consequences through the school, and could face charges in the legal system.

Cyberbullying (bullying via the internet on any electronic device) that is conducted at school will be treated the same as in-person bullying and all consequences will apply. Scholars will be trained in what to do if they are being cyberbullied (starting in third grade).

## Family Student Handbook Sign-Off Page



*Please complete this form and return it to your school's Main Office.*

**Handbook:** I have received the Ivy Hill Prep's Family Student Handbook. I understand it is my responsibility to read the Handbook to understand the school's policies and procedures, and to discuss them with my child.

**Interest Acceptable Use Policy:** I have read the Ivy Hill Prep's Internet and IP Acceptable Use Policy in this handbook and agree to the terms of the policy.

**Permissions to Release Address and Phone Numbers:** I hereby give Ivy Hill Prep permission to print my address and phone number. I understand that this information will only be used by staff, parents and guardians who are members of the school's community.

**Field Trip Permission:** I hereby give permission for my child to walk to recreational spaces with a two-mile radius of my child's school. Notification for field trips and special activity dates and locations will be sent in advance of the field trip or special activity. I may decline my child's attendance by submitting a request in writing.

**Student Media Consent and Release Forms:** I have received the Ivy Hill Prep Student Media Consent and Release Form as included in the Family Student Handbook and have returned the signed form to my school's main office.

**COVID-19 Re-Opening Plan:** I have received Ivy Hill Prep's 2020-21 COVID-19 Re-Opening Plan and agree to the terms listed within.

By signing the Family & Scholar Handbook sign-off page, you are indicating that you agree to all the policies and procedures as document. You are committed to working together with Ivy Hill Prep to adhere to our expectations for all scholars. If you have multiple children attending Ivy Hill Prep, please list each of them below:

Today's Date	
Name of Child(ren)	
Name of Parent/Guardian	