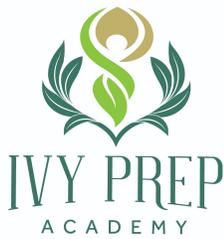




Scholar & Family Handbook 2021–2022

Charcia Nichols, Ed.D
Head of School



Dear Parents and Scholars,

The administrative team, faculty and support personnel are happy to welcome you to Ivy Preparatory Academy (IPA). IPA houses the smartest scholars that are taught by the most capable teachers and stand by the values of SISTERHOOD, SCHOLARSHIP and SERVICE. We will encourage and expect all scholars to have a productive 2021-2022 school year. We hope to assist you in making this upcoming year enjoyable both in extra-curricular and co-curricular activities.

In a few short weeks, you and your scholars will be walking through the front doors of the school for the new school year. High expectations and accountability continue to be top priority for all of us at IPA. We must settle for nothing less than the BEST in OUR school! Success with anything, success in anything has one fundamental aspect – EFFORT. To achieve exponential results requires additional EFFORT. You will be hearing much about our theme for the 2021-2022 school year, **Bloom Where You're Planted**. This handbook is one way to bring the parents, teachers and scholars of Ivy Prep together. Only together can we accomplish a program of well-rounded education for all of our scholars. In this handbook you will find the answers to most of your questions. The expectations of the school apply to all scholars and parents. Please contact a member of the administrative team for additional information or clarification of any item in this handbook.

IVY PREP ADMINISTRATIVE TEAM

Head of Schools	Dr. Charcia Nichols
Academy Leader(K-5)	Mrs.Pelita Merideth
Academy Leader (6-8)	Dr. Frances Mack
SchoolCounselor/SEL	Ms. Lucille Harris
Director of Scholar Services	Mrs.Paula Harris-Harvey
Instructional Coach	Ms. Kristen McNeil

Thank you for selecting Ivy Preparatory Academy. I know that you will benefit greatly from the efforts of the staff here at Ivy. As you enter our school, know that you are entering the best elementary and middle schools in the state of Georgia! I look forward to seeing you throughout the school year!

The Administrative Team

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Annual Parent Right to Know Letter

July 30, 2021

Dear Parent(s)/Guardian(s):

In compliance with the requirements of the Every Scholars Succeeds Act, Ivy Preparatory Academy would like to inform you that you may request information about the professional qualifications of your scholar's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the scholar's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.

- Whether the scholar is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your scholar's teachers' qualifications, please contact Mrs. **Pelita Merideth** or **Dr. Frances Mack**, Academy Leaders by phone at (404) 622-2727.



Notification of Programs for Scholars with Disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance.

Section 504 defines a person with a disability as anyone who . . .

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function.

Ivy Preparatory Academy has the responsibility to provide accommodations and services to eligible individuals with disabilities. Ivy Prep acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and scholars. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

Notification of Non-Discrimination under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

Ivy Preparatory Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Paula Harris-Harvey
Director of Scholar Services
pgharvey@ivyprepacademy.org



Notification of Rights under FERPA for Elementary & Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the scholar's education records. These rights are:

1. The right to inspect and review the scholar's education records within 45 days after the day Ivy Preparatory Academy receives a request for access. Parents or eligible scholars who wish to inspect their child's or their education records should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.
2. The right to request the amendment of the scholar's education records that the parent or eligible scholar(s) believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA. Parents or eligible scholars who wish to ask the Ivy Preparatory Academy to amend their child's or their education record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar(s), the school will notify the parent or eligible scholar(s) of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar(s) when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an

education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or scholar of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible scholar(s).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ivy Preparatory Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from scholar's education records, without consent of the parent or eligible scholar, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible scholar, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible scholars have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a scholar without obtaining prior written consent of the parents or the eligible scholar –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible scholar's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the scholar whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer scholar aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a scholar's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the scholar in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary scholars certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

Consent before scholars are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the scholar or scholar’s parent;
2. Mental or psychological problems of the scholar or scholar’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the scholar or scholar’s parent; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a scholar out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a scholar, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from scholars for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from scholars for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, scholars or educational institutions.)

Inspect, upon request and before administration or use –

1. Protected information surveys of scholars and surveys created by a third party;
2. Instruments used to collect personal information from scholars for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a scholar who is 18 years old or an emancipated minor under State law.

Ivy Preparatory Academies has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect scholar privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Ivy Preparatory

Academies will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Ivy Preparatory Academies will also directly notify, such as through U.S. Mail or email, parents of scholars who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Ivy Preparatory Academies will make this notification to parents at the beginning of the school year. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from scholars for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

REPORTING ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

O.C.G.A. § 20-2-751.7.(a) provides that: “The Professional Standards Commission shall establish a state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state-mandated processes and shall include the mandated process in student handbooks and in employee handbooks or policies.”

The following is the reporting process:

- A. Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other School District employee is urged to make an oral report of the act to any teacher, counselor or administrator at her school.
- B. Any teacher, counselor, volunteer or administrator receiving a report of sexual abuse or sexual misconduct of student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the Head of School or Academy Leader within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.
- C. Any administrator receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately to the school’s counselor, but in no case later than 24 hours from the time there is reasonable cause to

believe a child has been abused. The school social worker's Child Protection Report may be submitted via telephone, fax, or in written form (preferred method for the school district is written report) to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. § 19-7-5 shall be investigated immediately by school or system personnel. To protect the integrity of the process and to limit repeated interviews with the student, the designated system personnel is required to take a written statement from the student prior to any other person. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the Head of School or designee shall make an immediate written report to the designated Academy Leader, School Resource Officers, and Attendance Clerk. The Superintendent and the Professional Standards Commission Ethics Division must also be notified of any validated acts of sexual misconduct.

Chart of Responsibilities for Responses to Civil Rights Concerns

Policies/Rules require full compliance with all federal and state non-discrimination laws, including:

- Title VI and VII of the Civil Rights Act of 1964, along with Title IX of the Educational Amendments of 1972
- Age Discrimination and Employment Act (ADEA)
- Age Discrimination Act (Age Act) of 1975, 42 U.S.C. Sections 6101, et seq., 34 C.F.R. Part 110
- Americans with Disabilities Act of 1990 (ADA, Title II)
- Section 504 of the Rehabilitation Act of 1973
- Public Law 101-476, Individuals with Disabilities Education Act (IDEA)

These laws prohibit, and Ivy Preparatory Academy forbids discrimination on the basis of race, color, sex (including pregnancy and related conditions), religion, national origin, age, military status, disability, or any other legally protected status in all District programs and activities. This includes school academic, extracurricular, athletic, Homeless Education Programs pursuant to the McKinney-Vento Act, and other school programs, as well as during field trips, and in school classes or training programs that take place off school grounds. Sexual harassment of students is a form of sex discrimination prohibited by Title IX. The school is committed to upholding these laws and takes discriminatory behaviors seriously.

Below is a list of individuals designated to handle inquiries or concerns regarding the school's non-discrimination policies/rules. Alternatively, a parent or student may contact the Academy Leader or the Head of Schools to share concerns.

Discrimination complaints may also be filed directly with:

The Equal Employment Opportunity Commission Sam Nunn Atlanta Federal Center
100 Alabama Street, SW, Suite 4R30 Atlanta, Georgia 30303

The U.S. Department of Education Atlanta Office For Civil Rights
61 Forsyth St. S.W., Suite 19T70 Atlanta, GA 30303-3104

ATTENDANCE POLICY

****NOTICE TO PARENTS****

O.C.G.A. 20-2-690.1 requires the parent, guardian, or other person who has control or charge of a child or children to sign a statement indicating receipt of such written statement of possible consequences and penalties; children who are ten years or older by September 1st shall sign a statement indicating receipt of such written statement of possible consequences and penalties.

The law requires any person in this state who has control or charge of a child between the ages of six and sixteen to enroll and send that child to school, including public, private, or home schooling. This law states that any parent, guardian, or other person residing in this state who has control or charge of a child or children and who shall violate this Code section shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's school notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall constitute a separate offense.



******PARENT ACKNOWLEDGEMENT******

As a parent, guardian, or person in control or charge of this scholar, I acknowledge that I have received and read the above two paragraphs pertaining to Georgia law regarding school attendance of children between the ages of six and sixteen.

Parent/Guardian's
Name _____

Scholar's
Name _____

Date

In order for a scholar to benefit from the educational opportunities provided by the school, attendance is of the utmost importance. A relationship between success at school and consistent attendance exists. Your adherence to the attendance policies and procedures will enable you to have greater success as a scholar.

Classroom teachers will check attendance every period and report absentees to the attendance officer. An absentee list will be published each day, and parents will be contacted to verify reasons for absences. **IT IS THE SCHOLARS' RESPONSIBILITY TO BRING WRITTEN EXCUSES FROM PARENT/GUARDIAN, MEDICAL OR GOVERNMENTAL AUTHORITY WITHIN TWO DAYS OF THEIR RETURN TO SCHOOL. Parent notes for illness will be limited to five for the year.**

An absence will be treated as excused for the following reasons:

- Scholar illness that would endanger the scholar's health or the health of others
- Serious illness or death in the scholar's immediate family or family emergency
- Scheduled medical, dental or eye examination
- Special and recognized religious holidays observed by the scholar's faith
- Order of a government agency
- Attendance on a trip or event having significant educational value as pre-approved by the school administration
- Inability to attend school due to weather or conditions making school attendance impossible or unreasonably hazardous



VISION, MISSION, VALUES & SCHOLAR'S CREED

OUR VISION

Ivy Preparatory Academy cultivates leaders who manifest change in the world.

OUR MISSION

Ivy Preparatory Academy fosters a culture of collaboration, passion for learning, integrity, and servant leadership.

MOTTO

Sisterhood, Scholarship, and Service

SCHOLAR'S CREED

I am a scholar of Ivy Prep.

I am competent, kind, capable and brilliant.

I must work harder and study longer, but that's what scholars do.

I make no excuses for my imperfections or failures. I work to overcome them.

Today, I hold the keys to my success. I will be prepared when opportunity knocks.

I respect others and myself. And I will earn the respect of those around me.

I can lead and follow in a positive way. I am a role model for the scholars behind me.

I will impact my family, my school and my community in a meaningful way.

I refuse to let others place limitations on who or what I can become.

Today, I am one day closer to achieving my goal. I must press on.



Operations

I. SCHOOL HOURS

Scholars are expected to come to school everyday. School begins at 8:00 am and scholars who arrive after 8:00 am are considered tardy and will be marked as such on their attendance records. The instructional day ends at 3:00 pm. School doors officially open at 7:30 a.m. and scholars must report directly to their homeroom upon entering the school building to eat breakfast.

II. MEDICAL INFORMATION

Immunization

Scholars entering **Kindergarten and Seventh grade**, and all new out-of-state scholars (in any grade) must present the following:

- A certificate of adequate immunization
- Hearing, vision and dental screening
- Social Security number to enroll in school

State law requires a school to request that a person enrolling a scholar provide the enrolling scholar's Social Security number or a signed statement stating that the individual does not wish to provide the Social Security number. O.C.G.A. § 20-2- 150(d). Ivy Preparatory Academy must follow State Board of Education Rule 160-5- 1-.24 Procedure for Requesting Scholar Social Security Numbers when enrolling scholars. No scholar shall be denied enrollment in any public school or program for declining to provide a Social Security number or declining to apply for a Social Security number. For entrance into the sixth grade, each scholar must have at least one additional dose of MMR vaccine. Georgia DHR Form 3189 is acceptable for showing this additional immunization. We are unable to accept certificates from out-of-state. Please take immunization records to a Georgia Physician or the DeKalb County Health Department for the proper forms to be certified.

Illness During School Hours

If a scholar becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick up the scholar. The school does not have the capacity to watch over and care for ill scholars the entire day. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. Please be sure to update your contact information via the Infinite Campus Portal.

It is the parent's responsibility to ensure that the school has up-to-date contact and health information. If a child has needs we do not know about, we cannot provide for those needs, and if a child has an emergency, we must be able to reach the parent.

Medication

Ivy Prep strictly complies with State of Georgia guidelines for administering medications. Scholars must have the Medication Authorization Form completed and signed by a parent

or guardian before any medication (over-the-counter or prescription) will be dispensed. No over-the-counter medications are provided or dispensed by the school or by school personnel. All prescription medications must be clearly identified with the appropriate label and supplied in the original container with instructions. No loose pills of any kind will be accepted in a baggie.

Inhalers may only be carried with the scholar if the doctor supplies a letter specifically stating that the scholar “must carry the inhaler at all times.” Otherwise, all inhalers must be kept in the clinic. All medication not retrieved by the parent by the last day of the school year will be disposed of in accordance with state pharmacy regulations.

Scholars who have over-the-counter or prescription medicines in their possession, other than an inhaler, will be subject to the discipline procedures as outlined in the Scholar Code of Conduct.

III. OFFICE PHONE PROCEDURES

Scholars will be able to use the office phone for the following purposes:

- In case of a school emergency
- When given a pass, and instructed by a member of the administrative team
- In case of loss of transportation, uniform needs, or other urgent needs

Scholars are not allowed to use cell phones on school property unless given permission by an administrator. Cell phones will be confiscated if seen or heard during school hours. Parents/Guardians will have to pick up the cell phones on Fridays only.

IV. ADMISSIONS AND SCHOLAR RECORDS

Policy on Enrollment, Registration, and Requesting Documents

Change of Address

1. An affidavit and proof of residency must be on file each time the address of a scholar changes.
2. A written request will no longer be accepted as an official update change. Parents will be required to provide an affidavit and acceptable proof of residency. The acceptable proof of residency are:
 - a. Utility Bill (Gas, Electric, Water)
 - b. Property taxes
 - c. Mortgage Statements/ Rental Lease Agreements

Records Requests

1. Documents submitted to Ivy Preparatory Academy are for the sole purpose of Enrollment and Registration of the scholar.
2. Data will be used for the purpose of reporting information to the Georgia Department of Education
3. Parents will not be permitted to request copies of Birth Certificates, Social Security cards, Immunization Records, Ear, Eye Dental records except for an educational purpose with another school and/or program.
 - a. Parents needing the above aforementioned documents for any purpose other than education purposes, will need to contact the following offices to request the forms:
 - i. Birth Certificate-Vital Records Office
 - ii. Social Security Card-Social Security Office

- iii. Immunization Record-Local Physician
- iv. Ear, Eye and Dental-Local Physician
- b. Parents will be required to submit the original request from the requesting program and/or school to the Admissions' Office.
- c. The requested documents will be sent directly to the requesting school and/or program.
- d. Records will be sent within five days of the date stamp from the Main Office.

Progress Reports and Report Cards

1. The schedule for progress reports and report cards is below. This information will be emailed and provided hard copy to all parents as to when progress reports and report cards will be sent home for all scholars.
2. The final report card will be given to scholars on the last day of the academic school year.

Type of Notice	Date parents will receive notice
4.5 Progress Report	9/9/2021
Quarter 1 Report Card	10/20/2021
4.5 Progress Report	11/18/2021
Quarter 2 Report Card	1/4/2022
4.5 Progress Report	2/7/2022
Quarter 3 Report Card	3/16/2022
4.5 Progress Report	4/22/2022
Quarter 4 Report Card	5/27/2022

Parent Access to Infinite Campus

1. Parents will receive access to the parent portal of Infinite Campus within the first month of school.
2. Parents will be held responsible for keeping up with the access to the system.
3. Parents are able to check grades on a consistent and frequent basis.
4. Parents will also be able to check for announcements and email their scholar's teacher.
5. Grade updates will be sent via email and Infinite Campus every Friday afternoon at 5:00 pm regarding missing assignments and failing grades.

Re-Enrollment

Re-enrollment packets/emails will be distributed the second week of January via email. However, due to the pandemic, information may be sent earlier. A clear timeline will be communicated to parents in a timely manner. Re-Enrollment information must be completed before the deadline.

Scholar Information Changes

Notify the Front Office immediately if there are any changes in:

- Home Address
- Phone Numbers
- Emergency Contact Information
- Designated Persons to Check Out Scholar from School
- Scholar's Medical Condition
- Change of Guardianship

Withdrawal Procedures

Please notify the Admissions' Office of your scholar's withdrawal or transfer at least one week in advance. You can access the form via the school's website [here](#). In order to process a withdrawal from the school, the parent/guardian must schedule an appointment to come into the school and submit the form and have their ID. The withdrawal will be completed within three to five business days.

Parents/guardians will be provided with the basic necessities to withdraw their scholar from the school (Birth Certificate, Recent Grades, and a copy of the Withdrawal Form). The new school of record must provide a Records Request to the Admissions' Office. The sealed scholar record will be forwarded to the school, within ten days of receipt from the school.

SCHOOL PROCEDURES

I. ATTENDANCE, TARDY & EARLY DISMISSAL PROCEDURES

Scholars are expected to arrive on time to school each day. Attendance patterns often have a direct link to academic achievement, as frequent absences may hurt academic performance. In accordance with Georgia Law, Parents/Guardians will be held legally responsible for a child in excess of (5) unexcused days of absence. Violation of Georgia's Compulsory School Attendance law will be referred to the Juvenile Court of competent jurisdiction at which point the parent/guardian must explain the unlawful absences to the court. (OCGA CODE SECTION 20-2-690.1)

- When a scholar is absent, a parental written note, medical or court documentation of explanation must be presented upon the next day of scholar's attendance for the absence to be excused
- When a scholar is absent for three or more consecutive days, a doctor's note and/or appropriate, official documentation must be provided to the Attendance Specialist, Ms. A. Jones. All written notes must have a parent signature. We will not accept faxed or e-mail notes, with a scanned signature. Only ten parent notes will be accepted for absences to be coded as excused.

The following is the only list of reasons for an excused absence, per Georgia Law, (OCGA CODE SECTION 20-2-690.1):

1. Illness of child – a physician's note will be requested.
2. Scheduled appointments to a physical or mental healthcare provider, including, but not limited dentist, orthodontist, psychologist. A physician's note will be requested.
3. Contagious disease within the home of a scholar.
4. Death in the family or of a close friend.
5. Legal business.
6. Observance of a religious holiday.
7. Remedial health treatment.
8. Absence, pre-approved by the school, to participate in other educational experiences. Emergency situations as determined by the school.
9. Suspension from school.
10. Parents who are in the armed forces and who are called to duty or home on leave from overseas deployment in a combat zone.

Please note that vacations and other outside activities scheduled during the school year will not be approved as an excused absence. Vacations and other activities should be scheduled outside of the academic calendar.

TARDY POLICY

The academic school day begins each day at 7:55 am. Scholars who arrive after 7:55 am are considered tardy and will be marked as such on their attendance records. All scholars arriving at school after 8:00 am must wait outside in the carpool lane and an employee will come to check their temperature and administer the Covid questionnaire before exiting the car. Parents must sign-their scholars in, record their scholar's name and arrival time on the laptop located in the lobby. It is the responsibility of the parent to ensure proper tardy sign-in for each late arrival. **Every three unexcused tardies will count as one unexcused absence and will result in one demerit. Subsequently, the Truancy Protocol will be followed.**

Early Dismissal

Scholars are expected to remain in school for the duration of the instructional day. Attendance patterns often have a direct link to academic achievement, as frequent early dismissals may impact academic performance. In accordance with our Tardy Policy, three or more unexcused early dismissals will count as one unexcused absence. Subsequently, the Truancy Protocol will be followed.

The early dismissal time for all scholars is before 2:30 pm. A parent or guardian must complete an early dismissal form via the QR code and scan and upload their identification BEFORE the scholar is released. The information provided by the parent/guardian must match the information in the Scholar Information System. No exceptions will be made.

The school must have permission, in writing before we can release a scholar to anyone other than the authorized persons in the Scholar Information System. An Ivy staff member will verify this change via phone and/ or email. **Changes in dismissal may not be completed over the phone; the change must be in writing with the parent's signature and date.** Proof of identification is required for the office staff when checking out scholars. Copy of the identification will be made upon pick-up.

THE TRUANCY PROTOCOL

# of Unexcused Absences	School Action Per Occurrence
3	(First Warning) Notification from the Infinite Campus portal will be given to the parent/guardian.
5	(Second Warning) The school shall notify the parent(s)/guardian(s) of absences, via certified mail, and parents must conference with the Parent Engagement Specialist to discuss the reason for absences.
8	(Third Warning) The school shall notify the parent(s)/guardian(s) of absences and the scholar will be placed on an attendance contract. This meeting will occur face-to-face with the School Counselor or designee and referred for an Attendance Meeting/Contract.
10	(Final Warning) The school shall notify the parent(s)/guardian(s) of absences and discuss the administrative and legal consequences of continued absences from school.

The school shall notify the parent(s)/guardian(s) of absences and meet with parents to discuss the process of referral to Juvenile Court, Solicitor-General's Office, Division of Family and Children Services, or other agency.

Make Up Work & Assignments for Excused/Unexcused Absences

When scholars are absent from school, it is the scholars' responsibility to consult with each of their teachers to gather any work that was given on the days missed. Scholars will receive the same amount of days they were absent and submit make-up work without penalty if it is an excused absence. **For example, if a scholar has an excused absence for one day, the scholar will have one day to make up any missed work. If a scholar fails to turn in the make-up work on time, the school-wide Late Work Policy will take affect. A teacher may extend the time for making up work missed if circumstances of the situation merit such action. However, if the absence is unexcused, it is up to the teacher's discretion regarding make up work.**

Perfect Attendance

Perfect attendance will be defined as a scholar with no more than five checkouts and tardies combined and zero absences will be honored with the perfect attendance award.

II. ACADEMICS & GRADING SYSTEM

A. Academic & Culture Awards

At the end of each quarter, scholars will be honored for their academic and behavioral accomplishments. To be eligible for an academic honors award, a scholar must meet the following criteria:

- i. **A-B HONOR ROLL (Third-Eighth Grade)**- To be recognized on the A-B honor roll, a scholar must have a combination of A's and B's in Core and Connection classes with at least one A in a Core Class for the 1st Semester and 2nd Semester; 18 weeks
- ii. **STANDARDS BASED GRADING-(K-2) Emerging(1)**- Limited or minimum progress toward achievement of the standard. **Progressing(2)**- Moving toward achievement of the standard. **Meets(3)**- Consistently and independently achieves the standard. **Exceeds(4)**- Consistently and independently achieves the standards with evidence of exceeding the standard. These categories give scholars, parents and teachers the opportunity to specifically identify where the child is excelling and where they need extra support.
- iii. **PRINCIPAL'S LIST**- To be recognized on the PRINCIPAL'S LIST (All A's) a scholar must have all A's in all classes for 1st Semester and 2nd Semester; 18 weeks.
- iv. **END OF SEMESTER HONOR ROLL**- (1st Semester and 2nd Semester)
- v. **HIGHEST CUMULATIVE AVERAGE**-Scholars that have the highest average in the four academic core classes at the second semester 18th week, will be recognized.

B. Academic Dishonesty

- i. Plagiarism: Claiming or using someone else's work without correctly acknowledging the source of that information.
- ii. Cheating
 - a. Using or copying another scholar's test answers or class/homework assignments or providing, without coercion, another scholar's test answers or class/homework assignments.
 - b. Using unauthorized electronic devices to calculate or create test answers or complete class/homework assignments.

- c. Using unauthorized materials to answer test questions or complete class/homework.

A scholar in violation of this policy will receive a zero for that exam, test, or assignment. In addition, the scholar will receive a demerit and the teacher will inform the parent or guardian. Subsequent incidents of academic dishonesty in any class will result in a referral to an administrator where disciplinary action may be taken.

C. Deficiency Reports-Parents will be notified in the event that a scholar is not performing satisfactorily either academically or behaviorally. This notice will be provided to the parent when scholars drop below a **74** in any class. Parents must sign the notice documenting receipt of the report and return it to the teacher the following school day.

D. Field Trips-Educational field trips are taken as an academic component of the instructional program. A signed permission slip from the parent is required. Permission slips should be signed and all required monies paid by the given deadline. If the permission slip is not received by the deadline, the scholar will not be allowed to go on the trip. Verbal permission to attend field trips is not permissible. Field trip monies are collected to pay for field trip related expenses in advance of the trip date. Therefore, field trip monies paid by the parent are non-refundable.

A school administrator may limit field trip participation based on scholar behavior. If a scholar has been identified, through the demerit or discipline referral system, as having difficulty following school rules, an administrator may deny the scholar's participation or require the scholar's parent to serve as a chaperone.

E. Grading System (Grades 3-8)

Numerical scores are used in determining scholar academic achievement in grades 3 through 8. Daily grades, homework, tests, and similar scholar work is recorded numerically in the teacher's grade book. Numerical scores are used in determining promotion. A grade of 69 or below is considered a failing grade. Maintenance of a passing grade in each course is required for participation in extracurricular and other activities. Numerical scores are used on all academic achievement records (transcripts) and maintained in the scholar's permanent records.

The following conversion table represents the letter grade equivalent within each numerical range according to state grading:

RANGE	LETTER
90-100	A
80-89	B
70-79	C
0-69	F

F. Homework

Scholars will have homework daily in each subject. Assignments will be written in the scholar agenda before the end of class. Homework is practice and is used to assist the scholar with learning. The homework will be appropriate for each level of learning. The purpose of homework includes:

1. Reinforcing standards and elements introduced
2. Providing opportunity to drill and practice concepts
3. Building study habits

4. Practicing reading, writing, math, science and social studies standards
5. Teaching scholars they share in the responsibility of their education
6. Providing an opportunity for parental involvement
7. Preview concepts that will be taught

G. Late Work Procedures-Scholars are expected to take pride in their work and learn the importance of meeting deadlines. Scholars will be given a reasonable length of time to complete homework and projects. The following procedure should be adhered to when accepting late work of any kind:

1. 3 Days Late – 10 points off earned grade
2. 4 Days Late – 20 points off earned grade
3. 5 Days Late – Scholar will only receive a 50 for a grade
4. After 6 days, late work will not be accepted

H. Report Cards-Report Cards will be distributed at the end of each grading period. The report card

indicates the scholar's academic and behavior performance.

I. Progress Reports-To improve communication with the home as well as positively impact scholar achievement, progress reports will be issued every 4.5 weeks to scholars concerning academic and behavior performance. Deficiency reports may be sent home at any time to inform parents of academic, attendance, or conduct concerns.

J. Academic Support

Teachers will host **ONE** required academic support session per week to assist scholars with academic content for one hour. The after school academic support session will occur on the same day each week and will be announced at the beginning of the school year. Scholars must

sign up for a session in their classroom or a parent must request scholar participation with the teacher. Sign-up must occur at least 24 hours in advance. Academic Support sessions are limited to approximately 10 scholars. Teachers may limit participation.

Therefore, it is not guaranteed that a scholar will attend every session with each teacher.

K. Saturday Academy

Ivy Preparatory Academy will utilize Saturday Academy as an enrichment and academic support tool of our school curriculum. Saturday Academy will be reserved for scholars who are having challenges mastering standards and have been identified by school benchmarking exams, teacher recommendations and grades. Saturday Academy will take place approximately twice per month for scholars in grades 3 through 8.

III. ARRIVAL & DISMISSAL PROCEDURES

Ivy Preparatory Academy has specific Arrival and Dismissal Procedures. Parents will adhere to these procedures to ensure the safety of all scholars. The details of these procedures will be provided at the beginning of the school year.

A. Arrival-It is not permitted for parents to drop scholars off on school grounds prior to 6:30am. If services are needed for before care, the parent may solicit the service of Ivy Prep Before Care Program. You may contact K. Griffith, After School Coordinator, at kgriffith@ivyprepacademy.org. Starting at 7:30 am, scholars can report directly to their homeroom class for breakfast.

B. After school dismissal will begin at 3:00 pm for all scholars. During this time, scholars will not be permitted to go to their lockers, lost-and-found, the main office, etc. Scholars will be sent home according to the arrangements specified at the beginning of the school year. The school must have permission, in writing, before we can release a scholar to anyone other than the authorized persons in the Scholar Information System. Changes in dismissal may not be completed over the phone; the change must be completed via the QR code on the school's website. Proof of identification will be required by office staff when picking up children. Copy of the identification will be made

upon pick-up. No exceptions will be made. All transportation changes must be received by 2:00 pm daily.

IV. AFTER CARE-The Eastlake YMCA and Afterschool All Stars provide after care services on behalf of Ivy Prep Academy for any scholar. Please email Mr. T. Watson, Coordinator for After School All Stars at twatson41@gosu.edu or Ms. Davonne Tillman, Coordinator of YMCA at DavonneT@ymcaatlanta.org.

V. COUNSELING SERVICES

A school counselor is on hand that will help scholars overcome any obstacles that can affect a scholar’s learning. The counselor will provide one-one or small support group counseling sessions scholars. If a challenge cannot be solved within our counseling team, external partnerships and referrals with other social service agencies and organizations will be made to help find solutions.

VI. EMERGENCY PROCEDURES: INTERMITTENT WEATHER, FIRE, BOMB, INTRUDER AND TORNADO DRILLS

Parents are requested to listen to radio and television stations concerning the emergency operation of the school. When severe weather creates hazardous conditions, the daily school schedule may be modified. In addition, please pay attention to WSB Channel 2 Storm Watch and the school website regarding school closings.

Any scholar violating emergency or drill procedures is jeopardizing the safety of our school and will face consequences including possible suspension. Any scholar found guilty of pulling the school’s fire alarm, engaging fire extinguishers, or the school sprinkler system, etc.,without just cause will be subject to strict consequences.

VII. BIRTHDAY CELEBRATIONS

Celebrating your daughter’s birthday in school is always welcome. However, to ensure that instructional time is not lost, the following expectations are in place.

- C. Healthy snacks are welcome to celebrate birthdays; however, the parent must contact the scholar’s homeroom teacher at least 24 hours in advance to coordinate those efforts.
- D. Scholars are not allowed to have balloons in the classroom, as this can be a distraction to the learning environment.
- E. Celebration times are limited to lunch and recess for elementary scholars and lunch only for middle school scholars. Dates for the celebrations are left up to the discretion of the classroom teacher and school administrators.
- F. We ask that parents and scholars plan accordingly and are mindful that the scholar’s classmates will want to participate in the celebration.

VIII. FOOD SERVICES

A. **OPERATING HOURS:** The School Nutrition Program at Ivy Preparatory Academy operates from 7:30 am to 2:30 pm daily. An Ivy Prep School Nutrition Representative will be available between those hours to take payments or address account issues.

2021 -2022 Meal Prices:

<u>Elementary</u>	<u>Middle</u>	<u>Adult</u>
Breakfast \$0.00	Breakfast \$0.00	Breakfast \$3.50
Lunch \$0.00	Lunch \$0.00	Lunch \$5.00

Reduced Breakfast- \$0.00
Reduced Lunch- \$0.00

Breakfast is served from 7:30 am to 7:55 am every day!

B. CHARGE POLICY

Scholars will not be allowed to charge meals in excess of \$6.00. After the scholar has reached their limit, they may be served an alternate meal. Teachers and Adults ARE NOT ALLOWED TO CHARGE MEALS. Ivy Prep School Nutrition Program is a federally funded program for SCHOLARS. Adults are not part of the School Nutrition Program. Teachers are encouraged to prepay for meals on their own lunch account.

C. HOW TO PAY

You must set up an account in Infinite Campus on the parent portal. Cash or money orders will **NOT** be accepted as a form of payment. More information will be provided for you regarding the Infinite Campus Parent Portal.

D. Breakfast

Breakfast is served in classrooms each day from 7:30-7:50 am. Scholars arriving at their classroom door at or after 7:50 am will not be allowed to attend breakfast.

Additionally, scholars are not permitted to bring outside food into the cafeteria or the classroom for consumption at breakfast.

Upon entering the school building, scholars are expected to report directly to their homeroom, remove inappropriate outerwear, and leave their belongings in their classroom.

E. Meal Charge Procedures

This charge procedure pertains to regular school breakfast and lunch meals only.

Ivy Preparatory Academy has been approved by the state agency to participate in the CNP (Child Nutrition Program) and operate SY21- 22 with the flexibility of extending the Seamless Summer Option Program (SSO) providing specified meals during the summer and other vacation periods. The SSO Program administers a streamlined approach for schools participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Summer Food Service Program (SFSP). Participating in the SSO Program requires that all meals must comply with the menu and the nutritional mandates of the U.S. Department of Agriculture (USDA). Ivy Preparatory Academy will provide free meals (Breakfast and Lunch) to all enrolled scholars under 18 and all enrolled scholars over 18 with state-defined mental or physical disability. Ivy Preparatory Academy will not develop or distribute applications for free and reduced price to determine eligibility for SY 21-22.

Ivy Preparatory Academy has entered into an agreement with Preferred Meals to prepare and deliver the specified meals, and has the legal responsibility for the conduct of the food service program and shall supervise the food service operations in such manner that will ensure compliance with the rules and regulations of the state agency and the USDA.

The school establishes all vending prices and selling prices for reimbursable and non-reimbursable meals. The school retains control of the CNP food service account and overall financial responsibility for the CNP.

The school shall inform parents the maximum number of meals that may be offered under the SSO is up to two meals, or one meal and one snack, per enrolled scholar under 18, per day, in any combination except lunch and supper. Any subsequent meals after maximum, per enrolled scholar, per day will be required to be paid for in advance on parent portal and that balances

may be maintained in their scholar's account to minimize the possibility that the child may be without meal money on any given day. Payments may sometimes be made however, when purchasing meals, providing there is no disruption to the flow of other scholars getting their meals.

Scholars will not be allowed to charge meals or a la carte/specialty items in excess of \$6.00. Letters will be sent to parents by email advising when there is one prepaid breakfast and/or lunch remaining, in addition, the cashier will offer an oral reminder to each scholar. The cashier will repeat this step when a scholar has charged a breakfast or lunch on the account. Scholars whose negative balances are close to \$6.00 may be served a differentiated meal.

All school cafeterias possess computerized point of sale (POS) systems that maintain a record of all monies deposited and spent for each scholar and said record will be made available to the parent upon request. If a scholar is without meal money after reaching maximum meal allowances per scholar, per day on a consistent basis, the School Nutrition Coordinator will investigate the situation more closely, including contacting the parent/guardian for payment and/or encourage the parent to apply for free or reduced price meals.

F. Parent Request for Block on Accounts

A parent may send a letter to the school's School Nutrition Coordinator requesting that a block be placed on their child's account to prohibit the charging of any meal.

G. Balances Owed

1. Withdrawn Scholars

For any scholar who is withdrawn and owes a lunch balance, all balances must be paid in full before the scholar withdraws.

2. Balance Inquiry & Balances Owed at End of Year

All accounts must be settled at the end of a school year. Letters will be sent home approximately four to five days before the last day of school to parents/guardians. Negative balances will result in report cards being held until the balance is paid in full.

H. Refunds

1. Withdrawn Scholars-For any scholar who is withdrawn, a written request for a refund of any money remaining in their meal account must be submitted. An e-mail request is also acceptable.

2. Unclaimed Funds-All refunds must be requested within one year. Unclaimed funds will then become the property of the Ivy Preparatory Academy cafeteria.

IX. LOCKER USAGE

All lockers made available for scholar use on the school premises are the property of Ivy Prep. The lockers are made available for scholar's use in storing school supplies and personal items necessary for use at school. Locks for the lockers may be rented from the school for a \$7.00 fee. **Scholars cannot use any other lock for the lockers but the locks that are rented from the school.** Lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or educational functions, or which are forbidden by state law or school rules. A scholar who uses a locker, that is the property of Ivy Prep, is presumed to have limited expectations of privacy in the locker or the locker's content. Scholars will not be permitted to visit their lockers during dismissal procedures but will be provided with a schedule during the instructional day.

The scholar's use of the locker does not diminish Ivy Prep ownership or control of the locker. Ivy Prep retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials, and or any other material forbidden by school rules such as weapons, illegal drugs or alcohol. Periodic general inspections of lockers may be conducted by school officials or any reason at any time without notice, without scholar consent, and without a search warrant.

X.PARENT CONFERENCES & CONCERNS PROTOCOL

A. Scheduling Conferences

Faculty, staff or parent/guardian may initiate a conference via email. Please allow **24-48 hours** to receive a response. Parent/Teacher conferences may be scheduled before or after school hours or during a teacher's planning period. These conferences may not be scheduled during a time a teacher is supervising scholars, including morning arrival, after school dismissal and academic support. It is imperative that the parent collaborates with the teacher to obtain a time that is convenient for both parties. The same procedure should be followed if a parent would like to meet with a member of the administrative team. All conferences will be conducted via Zoom.

B. Parent/Guardian Concern Protocol

It is essential that home and school collaborate and effectively communicate in order to facilitate scholar achievement. If a concern arises, please follow the proper protocol to resolve the issue: *Discuss the concern with the teacher first.* Calmly address concerns and work towards strategizing to solve the issue. Give the situation time to improve. Parents will not be allowed to address concerns with teachers during instructional time. If the situation does not improve contact the Academy Leader for discipline or academic concerns, or the Head of School to mediate the problem with all parties involved. Below you will find a protocol developed by the school. It is designed to promote **DIRECT, OPEN AND RESPECTFUL COMMUNICATION** so that problems and concerns can be worked out quickly and effectively between the parties involved. We strongly encourage employees to follow this protocol. In turn, our administrative team pledges to be sensitive to your concerns, to maintain confidentiality and to return calls and address concerns in a timely manner. **By working together, we can continue and strengthen our commitment to excellence.**

- i. **Teachers/Staff-SPEAK DIRECTLY TO THE ACADEMY LEADER:** Staff are encouraged to express their concerns directly to the Academy Leader (AL). **The Academy Leader can be reached in person, via their email or messages can be left at their respective extensions.** A message can be left for the AL to return your call. The AL will make every effort to get back to you as quickly as possible no more than 24 hours. Please be patient. If you do not receive a response within 24 hours, try again. After that, you may then want to proceed to the next step.
- ii. **HEAD OF SCHOOLS:** Most problems will have been resolved by this point. If you still need to speak with someone about your situation, please contact the office to schedule an appointment. Oftentimes the HOS is available but please attempt to schedule an appointment on non-emergency items.

All calls to the Head of Schools are maintained in a telephone log maintained by the receptionist. If your problem has not been resolved, please contact the Head of Schools, Dr. Charcia Nichols.

XI. VISITORS, OBSERVATIONS & VOLUNTEERS

- I. **Visitation and Observations:** Parents/Guardians are encouraged to visit and observe the instructional program at Ivy Prep via appointments. Once appointments are confirmed via email, we ask that you follow the procedures outlined below:
 - a. All volunteers and visitors must report to the front office, show a picture ID, sign-in, and retrieve a Visitor's Badge, which must be worn throughout the duration of the visit.
 - b. Visitors and volunteers should arrange classroom visits at least 24 hours in advance to ensure an effective use of time and to avoid testing dates, field trips, etc.
 - c. A guest's visitation may be terminated at any time if the Administrators consider the visitor's actions to not be in the best interest of the scholars. Such actions include, but are not limited to, distracting scholars, such as walking around the room, talking to the teacher during instructional time, using a cell phone, or talking with scholars.
- II. **Parent Engagement Hours-**The Parent Engagement Hours consist of **15 hours** of time to assist with the needs of Ivy Prep. Recording of volunteer hours will be maintained with the Parent & Family Engagement Specialist. Half of the hours must be completed by Winter Break with the remaining 1/2 of the hours needing to be completed by the last day of school. Various opportunities will be provided to parents throughout the school year to include, but not limited to: classroom assistant, campus cleanup and field trip chaperones. To sign up for volunteer hours, please complete the volunteer request form online.

XII. OUTSTANDING FEES

Scholars may be subject to fees for a variety of reasons, including but not limited to: breakfast and lunch fees, lost or damaged textbooks or instructional materials, or childcare fees related to tardy pickups. As a general rule, parents have 10 to 30 days to pay any outstanding fees, depending on the type of fee(s) owed. When such fees are not paid, scholars may be denied any services for which the school has to pay an additional amount of money for participation. The school may prevent scholars with outstanding fees from participating in the school's enrichment program, field trips, etc.

XIII. RELIGIOUS ACCOMMODATIONS

Ivy Preparatory Academy recognizes the confidentiality of religious and cultural diversity of our scholar population, and it is our commitment to provide reasonable and appropriate accommodation for the practices of different religious and cultural groups.

A. Religious Holiday Accommodations

This procedure recognizes that not all religious holidays or cultural beliefs/practices require the same type of accommodation. Some do not require scholars to miss classes. If the observance of a religious holiday *requires* a scholar to miss class, it is the responsibility of the parent/guardian to submit documentation to the school. This documentation is necessary for updating attendance records and will allow scholars the opportunity to retrieve, complete, and submit any academic material that was administered during their absence.

Classroom teachers are only notified of the number of scholars in any particular class that are unable to attend for religious/cultural reasons and are therefore seeking accommodations. The precise manner of accommodation will be determined by the classroom teacher and could include rescheduling assessments/presentations,

providing extended time to complete assignments, or attending Academic Support.

B. Alternative Dress Code Accommodations

This procedure recognizes that some religious or cultural beliefs/practices require an alternative or modified dress code. If a modification to the uniform requirements or an alternative dress code is required for a scholar based on religious or cultural beliefs/practices, it is the responsibility of the parent to submit documentation to the school of the request for a dress code accommodation. Failure to submit documentation may result in disciplinary action because of an infraction to the dress code due to a lack of communication from the parent/guardian to the school. When documentation is received from the parent, classroom teachers are only notified that a scholar has an alternative or modified dress code for religious accommodations.

Other religious accommodations may include, but are not limited to, respect of cultural fasting, and providing a safe and secure area for praying. It is the responsibility of the parent to submit documentation to the school regarding the aforementioned accommodations.

SCHOLAR CULTURE

I. SCHOOL EXPECTATIONS

Scholars are expected to abide by the school Code of Conduct and exhibit PREP values at all times to aide in their journey to enter and succeed into the college and university of their choice. PREP stands for Perseverance, Responsibility, Engagement and Professionalism.

II. EXTRACURRICULAR ACTIVITIES

Extracurricular activities are school-sponsored activities, which are not directly related to instruction of Georgia Standards of Excellence, but they may have an indirect relation to some of the curriculum; they offer a worthwhile and significant contribution to a scholar's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right and scholars must meet specific requirements in order to participate. School sponsored activities include sports, performances, contests, demonstrations, displays and club activities.

A. Eligibility & Suspension

Scholars that do not receive passing grades at any reporting terms are ineligible to participate in an extracurricular activity until a passing grade has been earned.

Behavior requirements may differ depending on the club and/or activity. Please see specific club and activity guidelines.

III. VALUABLES/PERSONAL PROPERTY

The school cannot be responsible for lost or stolen property. Great care should be taken to leave purses, watches, wallets, etc., in places where they may not be taken. Thefts from restrooms, cafeteria or any classroom should be reported immediately to the teachers or administration. Scholars are strongly encouraged not to bring items of value to school. However, in the event that the scholar has valuables on his/her person during a PE class or other extracurricular event, the scholar is encouraged to give valuables to the coach/teacher for safekeeping during class or event.

IV. VISITORS/MESSAGE/FLOWERS

Parents and guardians are always encouraged to visit the school. For security and health reasons, all visitors are required to schedule an appointment with the person they would like to see. Visitors cannot report until they have received confirmation from the person they are visiting via email. Once approved/confirmed, report to the office for a visitor's pass. Scholars are never allowed to have visitors that are not a parent or guardian. Flowers and gifts will not be delivered to scholars during the school day, but may be picked up by the scholar at the end of the school day. No glass vases or balloons will be allowed on the hallway for safety regulations.

IVY PREPARATORY ACADEMY

2021-2022 SCHOOL YEAR

UNIFORM REQUIREMENTS

In order to consistently maintain the Ivy Prep standard and professional environment, promote a more effective climate for learning, foster school unity and pride, and allow students to focus solely on learning and not on attire, the school has a dress code for students that apply to school days and school-sponsored events. Students are required to be in the appropriate uniform each day.

General Guidelines

- Uniforms should be clean and neat at all times.
- Hair must be neat, clean, and well groomed with no “unnatural” colors *i.e. fluorescent, purple, blue, pink, bright green, orange, etc.*
- Parents must send a written note to the homeroom teacher if the scholar is out of compliance due to an unforeseen circumstance.

Jewelry & Accessories

- Scholars are allowed to wear one set of earrings, one ring, one necklace, one bracelet, and one watch. Jewelry must be modest.
- Only hair accessories and jewelry that are silver, gold, or matches the uniform can be worn.
- Earrings and necklace charms should be the size of a quarter or smaller or no longer than 1 inch.
- Scholars are not allowed to wear hats, caps, bandanas, sunglasses, hoods, or clothing tied around the waist or neck, unless it is for religious, cultural, or disability reasons. This information must be disclosed to the school in advance.

Sweaters & Jackets

- Scholars may wear solid white, black, navy blue or hunter green sweaters and jackets of full length, without patterns or logos of any kind.
- No pullovers, hoodies, and leather or jean materials are allowed.
- Scholars should be aware that they will not be allowed to wear winter coats inside of the building and should plan to remove coats upon entry.

Uniforms will be checked daily. Parents must send a written note to the homeroom teacher if the student is out of compliance due to an unforeseen circumstance in order to be excused from receiving a demerit on that day.

- Repeated violations of the uniform policy may result in further disciplinary action
- All scholars should wear a white shirt and khaki pants or skirt until September 2nd. New scholars' ceremony will be on September 2nd. All scholars will wear their professional attire Tuesday, September 7th.

ELEMENTARY SCHOOL UNIFORMS (K-5th)

FIRST DAY OF EACH WEEK-PROFESSIONAL ATTIRE (K-5TH) REQUIRED

SKIRT	Plaid Skirt
SHIRTS (3-5 ONLY)	White Short Oxford Sleeve OR Long Sleeve Oxford Cloth Shirt w/ Logo
SHIRT (K-2 ONLY)	Peter Pan Shirt
CROSS TIE	Plaid Cross Tie
SOCKS	White Knee High Socks
SHOES	Black Mary Jane Shoes
Navy or White Hijabs WITHOUT rhinestones with professional attire	

TUESDAY-FRIDAY (K-5TH) REQUIRED

BOTTOMS	Khaki Pleated or Flat Front Slacks or Khaki Skirt
KNIT SHIRT	Hunter Green or Pink Polo Short Sleeve or Long Sleeve Knit Polo Shirt w/ School Logo
BELT	Black or Brown Belt
SOCKS	White Knee Socks
SHOES	SOLID White or Black Tennis Shoes and/or Sperry's

FRIDAY DRESS-SPIRIT DAY (OPTIONAL) Cost \$1.00/per week

BOTTOMS	Khaki Pleated or Flat Front Slacks or Khaki Skirt or Jeans without rips or holes
SPIRIT SHIRT	Ivy Spirit Shirts or College Shirts
BELT	Black or Brown Belt
SOCKS	White Socks
SHOES	Any shoes of their choice; Open toe shoes are NOT permitted

MIDDLE SCHOOL UNIFORMS (6th-8th)

FIRST DAY OF EACH WEEK-PROFESSIONAL ATTIRE (6th – 8th) REQUIRED

SKIRT	Plaid Skirt
SHIRTS	White Short Sleeve Oxford Shirt w/Logo OR Long Sleeve Oxford Cloth Shirt w/ Logo
BLAZER	Hunter Green Blazer w/ Embroidered School Crest
CROSSTIE	Plaid Cross Tie
SOCKS	White Knee High Socks
SHOES	Black Mary Janes
Navy or White Hijabs WITHOUT rhinestones only	

TUESDAY-FRIDAY (K-5TH) REQUIRED

BOTTOMS	Khaki Pleated or Flat Front Slacks or Khaki Skirt
KNIT SHIRT	Hunter Green or Pink Polo Short Sleeve or Long Sleeve Knit Polo Shirt w/ School Logo
BELT	Black or Brown Belt
SOCKS	White Knee Socks
SHOES	SOLID White or Black Tennis Shoes and/or Sperry's

FRIDAY DRESS-SPIRIT DAY (OPTIONAL) COST 1.00/week

BOTTO MS	Khaki Pleated or Flat Front Slacks or Khaki Skirt or Jeans without rips or holes
SPIRIT SHIRT	Ivy Spirit Shirts or College Shirts
BELT	Black or Brown Belt
SOCKS	White Socks
SHOES	Any shoes of their choice; Open toe shoes are NOT permitted

Slides, sandals, open toe shoes and colored shoes outside of black and brown will not be permitted at school. Scholars may NOT wear jumpers to school. This is not a part of the school's uniform. SHORTS ARE NOT PERMITTED AT SCHOOL.

Uniform Vendors: Prestige Uniform Apparel and School Zone

CODE OF CONDUCT

Introduction

Ivy Preparatory Academy (“Ivy Prep”) is committed to providing a safe and structured environment in which every scholar can pursue excellence in academic achievement and behavior. This Code of Conduct (“Code”) has been adopted to support the creation of the aforementioned environment. It establishes a strict policy for conduct and explains the consequences for not meeting these standards of conduct. Any scholar, whose behavior does not meet Ivy Prep’s clearly defined standards and expectations, will not be allowed to endanger/disrupt the educational experience of others.

Without a firm and consistent discipline policy, none of what we envision for the school can happen. Scholars and families have a right to attend a safe and orderly school. **Therefore, for every infraction, there will be a consequence.** This is the basis of our Code of Conduct.

The Administration works closely with all stakeholders to maintain the integrity of the learning environment. It is impossible to write a Code that addresses every conceivable variation of prohibited behavior. Consequently, scholars should understand they may be disciplined for any misconduct that disrupts the orderly mission of the school or that is otherwise inappropriate, whether or not it is specifically listed in the Code of Conduct. The Administrative team retains all authority to prescribe appropriate consequences for scholar misconduct.

Ivy Prep reserves the right to amend, supplement, or rescind provisions of this Code at any time, as it deems appropriate.

School-Related Disciplinary Offenses

Below is a description of school-related disciplinary offenses for which scholars may be subject to detention (weekday and/or Saturday), out-of-school suspension, or in the most severe instances, expulsion. A school-related disciplinary offense refers to the violation of this Code occurring:

- While the scholar is on school grounds or school–related transportation;
- During a school-sponsored activity; or
- During events sufficiently linked to school.

Disciplinary Consequences for Offenses

To ensure an environment that is conducive to learning, Ivy Prep has a demerit/referral system. This is intended to serve as a learning process for those who violate school regulations and as a deterrent for those who may be tempted to do so.

Referrals

Referrals are issued for repeated level 1 violation and level 2 and 3 offenses. Referrals

are written by the teacher and submitted to the Academy Leader. The Academy Leader will follow the Administrative Discipline Plan upon receipt of the referral.

Out-of-School Suspension (OSS)

Ivy Prep will suspend scholars from school when there are serious breaches of the discipline code. A scholar may be suspended for one to four days at the request of the Academy Leader and with the approval of the Principal. The Principal must decide suspensions of greater length. A scholar will be recommended for expulsion after serving 7 days of OSS.

When a scholar is suspended, a parent is contacted by phone and a suspension letter is sent home with the scholar. A scholar is not permitted to leave the building until a parent arrives. If a parent cannot be contacted, the scholar will be placed in isolation with administration and/or school personnel. However, once a parent has been contacted and does not pick up their scholar in a timely fashion it could result in additional days of out-of-school suspension and/or other consequences.

While serving an out-of-school suspension, a scholar may not be on school property for any reason during the school day. The scholar may not attend nor participate in any school-sponsored activities (plays, concerts, athletic events, rehearsals, practices, etc.)

Probation

Probation might be considered when a scholar has accumulated 5 out-of-school suspensions. The probationary contract is an agreement form between the scholar, parent and administration that outlines expectations as a final intervention prior to recommendation for expulsion.

Required Withdrawal

Required withdrawal will be reserved for scholars whose conduct is so egregious it poses a danger to the physical well being of other scholars or staff. Required withdrawal might also be considered when a scholar is so repeatedly disruptive that a teacher and classroom cannot function.

A scholar will be recommended for Required Withdrawal after serving 7 days of OSS. In such cases, Required withdrawal will only be considered after a scholar has not responded to other forms of discipline and support, such as behavior modification plans, advisor support, parental involvement and counseling.

Upon a request for Required withdrawal, parents have the opportunity for a hearing, the opportunity to present and confront witnesses, the opportunity to present evidence, and the opportunity to be represented by counsel, and the opportunity for appeal. The parent must request a hearing in writing within three business days of receiving notice of the Required withdrawal.

Prohibited Scholar Conduct

Level 1 Violations occur inside and outside of the classroom and may only impact the scholar or interfere with the educational process of other scholars. These behaviors will be handled at the discretion of the classroom teacher. One (1) demerit is issued for Level 1 infractions. These behaviors include, but are not limited to:

- 1.01. **Bystander Battery:** Scholars will not become involved in a fight that he/she does not start. A scholar who does not start a fight but becomes involved in it will be

charged with Bystander Battery. This offense includes, but is not limited to, hitting or kicking another scholar while that scholar is fighting another scholar.

- 1.02. **Cell Phones/Electronic Devices:** Scholars are not permitted to use cell phones or any other electronic device from the time they enter the building until after dismissal. All cell phones must be turned off. E-Readers (Nook, Kindle & iPad) may only be utilized for academic purposes during instructional time upon the teacher's request. Photographing, audio recording or videotaping on school property is not allowed at any time without the expressed, written consent of the scholars, staff members or other persons being photographed or recorded. If it is seen or heard it will be confiscated. Parents may pick up confiscated electronics on Fridays **only** in the main office. The school is not responsible for any lost or stolen electronics. Scholars are encouraged to leave such items at home.
 - 1.03. **Defiance/Disrespect:** mischievous behavior and attitudes that demean or humiliate other scholars and impede teaching and learning.
 - 1.04. **Disruptions:** minor acts of misconduct that disrupt teaching and learning include, calling out, moving about without permission, talking, and bothering other scholars.
 - 1.05. **Gum, Food, Beverages:** chewing gum, eating food, and drinking without permission. Scholars are only allowed to drink water during class. Water must be in a clear container.
 - 1.06. **School Rules:** failure to comply with schoolwide and classroom rules and expectations.
 - 1.07. **Forgery/Theft:** minor incidents of forgery/theft, such as taking small classroom supplies or attempting to forge their parent's signature in agenda. For stolen items, proper restitution must always be made.
 - 1.08. **Horseplay/Play-fighting:** scholars engaging in rough or rowdy behavior that is inappropriate such as pushing, shoving, bumping and play fighting.
 - 1.09. **Inappropriate Language:** inappropriate language includes profanity, vulgar conversations or gestures.
 - 1.10. **Technology - Misuse or Vandalism:** the use of technology at Ivy Prep Academy is a privilege. Inappropriate use or vandalism by scholars will result in loss or limited use of technology. If damage occurs, the scholar that caused the damages may be charged for the cost of repair or replacement.
 - 1.11. **Unauthorized Items:** the use or possession of items that impede the learning process. Such items include, but are not limited to, cell phones, music players, toys, and not authorized by administration. If such items are seen or heard they will be confiscated. Parents or guardians may retrieve these items in the main office on Fridays only. No exceptions will be made.
2. **Level 2 Violations** occurs outside or inside the classroom and have a negative effect on the environment. These violations may be handled by the classroom teacher or referred to the Academy Leader. Two (2) demerits are issued for Level 2 infractions. Examples of such conduct include, but are not limited to:
- 2.01. **Academic Dishonesty and Cheating:** possession, use or distribution of the work of another person to complete an assignment and represent as their own. A scholar in violation of this policy will receive a zero for the assignment.
 - 2.02. **Abusive Language/Obscenity:** the use of obscene oral or written language and gestures that is considered to be offensive, socially unacceptable, or not suitable as it relates to an individual's race, color, creed, sex, national origin, marital status, physical and mental disability, physical appearance, political or religious beliefs, family, sexual orientation, social or cultural background.
 - 2.03. **Open Defiance/Disrespect:** prolonged, blatant and hostile challenge of the authority of school personnel.

- 2.04. **Disruptive Behavior:** high-intensity and/or prolonged behavior that causes a disruption in the school community. Such behaviors include yelling and screaming.
 - 2.05. **Dress Code:** failure to comply with the dress code. Please refer to uniform policy in the Scholar and Family Handbook.
 - 2.06. **Forgery/Falsifying Information:** falsifying documents, forging the signature of a parent or guardian, teacher, or administrator, for the purpose of deceiving a school official.
 - 2.07. **Gambling:** betting money or other items on card games, or the outcome of games or activities, and/or possession of gambling material or paraphernalia.
 - 2.08. **Larceny/Theft:** stealing the property of another without consent of the owner. Proper restitution must always be made.
 - 2.09. **Skipping Class or Required Activities:** the intentional unauthorized from class or leaving a supervised area without permission.
3. **Level 3 Violations** refer to scholars engaging in violent, disruptive, or threatening conduct. These behaviors jeopardize the school environment and can result in immediate suspension or expulsion. The Principal and Academy Leader will handle these behaviors and prescribe the consequences. Three (3) demerits are issued for Level 3 infractions. Additional demerits may be issued at the discretion of the Principal and Academy Leader based on the number of infractions. Examples include, but are not limited to:
- 3.01. **Alcohol/Tobacco/Illegal Substances:** Possession, use and distribution of alcohol, tobacco, drugs, look-alike substances and drug paraphernalia, or during school-sponsored activities.
 - 3.02. **Arson:** Use of an open flame, threat or attempt to cause damage to school property by use of fire.
 - 3.03. **Assault:** making an intentional, unlawful threat, by word or act to do violence to a school employee, volunteer, scholar or other person on school property or at a school sponsored activity.
 - 3.04. **Fighting:** when two or more persons mutually participate in use of force or physical violence that requires either a) physical restraint or b) results in injury requiring first aid or medical attention.
 - 3.05. **Threat/Intimidation:** the act of coercing, or making another person fearful of being harmed by declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person or to his/her property.
 - 3.06. **School Disturbances:** acts that cause or may cause disruption of the school environment and/or threaten the safety of others. Prohibited acts include, terroristic threats, gang-related activities, walk-outs, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school and pranks.
 - 3.07. **Sexual Harassment/Indecency:** Engaging in any form of sexual conduct verbal or physical amongst scholars, visitors and school officials.
 - 3.08. **Vandalism:** willfully defacing, damaging or destroying by any means the real or personal property belonging to the School Board or to another person.
 - 3.09. **Weapons/Dangerous Instrument:** possession of a firearm, weapon/dangerous instrument or object designed or intended to look like a firearm or weapon/dangerous instrument, and/or conspiring to conceal or hide a firearm or weapon/dangerous instrument is prohibited. A weapon/dangerous instrument is defined as any instrument from which a shot may be discharged; a knife of any sort; switchblade knife; box cutter, razor; or any other article commonly used for other purposes.

Search & Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of scholars and school personnel, school administration may search a desks, book bags, lockers, purses, and scholars under the circumstances outlined below. In addition, school personnel may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this Code, the term "unauthorized" means any item dangerous to the health or safety of scholars or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the scholar.

A scholar's failure to permit a search or seizure as provided in this Code will be considered grounds for disciplinary action. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. A scholar's age, gender and the nature of the infraction will all be considered when performing the search.

III. ADMINISTRATIVE DISCIPLINE PLAN

The Administrative Discipline Plan outlines the steps the Administration will take when a scholar is referred to his/her office for misconduct. Please note this framework is not exhaustive and Ivy Prep reserves the right to amend, supplement, or rescind provisions of this Administrative Discipline Plan at any time, as it deems appropriate. Upon a request for Required withdrawal, parents have the opportunity for a hearing, the opportunity to present and confront witnesses, the opportunity to present evidence, and the opportunity to be represented by counsel, and the opportunity for appeal. The parent must request a hearing in writing within three business days of receiving notice of the Required withdrawal.

BULLYING POLICY

Ivy Preparatory Academy (Ivy Prep) believes that all scholars have a right to a safe and healthy school environment. Our school has an obligation to promote mutual respect, tolerance, and acceptance among scholars, staff, and volunteers. Behavior that infringes

on the safety of any scholar will not be tolerated. A scholar shall not bully, harass, or intimidate another scholar through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation.

DEFINITIONS

A. Bullying:

In accordance with O.C.G.A. § 20-2-751.4, bullying means an act which occurs on school property, on school vehicles, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- 1) Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2) Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or

- 3) Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
 - i. Causes another person substantial physical harm within the meaning of O.C.G.A. § 16-5-23.1 or visible bodily harm as defined in O.C.G.A. § 16-5-23.1;
 - ii. Has the effect of substantially interfering with a scholar's education;
 - iii. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - iv. Has the effect of substantially disrupting the orderly operation of the school.

B. Harassment and Intimidation:

Harassment and intimidation means any gesture or written, verbal, or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic including race, color, ethnicity, religion, gender, sexual orientation, ancestry, national origin, physical attributes, socioeconomic status, physical or mental ability or disability, or by any other distinguishing characteristic, that takes place on school property, at any school-related functions or activities or on a school bus and that:

- 1) A reasonable person should know, under the circumstances, will have the effect of harming a scholar or school employee or damaging his or her property;
- 2) Has the effect of substantially interfering with a scholar's educational performance, or school employee's work performance, or either's opportunities, or benefits;
- 3) Has the effect of having a substantial negative impact on a scholar's or a school employee's emotional or psychological well-being; or
- 4) Has the effect of insulting or demeaning any scholar or school employee in such a way as to cause substantial disruption in, or substantial interference with, or the orderly operation of the school.

C. Visible Bodily Harm:

In accordance with O.C.G.A. § 16-5-23.1, *visible bodily harm* is defined as bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or other facial or body parts, or substantial bruises to body parts.

BULLYING/HARASSMENT REPORTING PROTOCOL

Scholars, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member in **WRITING** using the Ivy Prep Harassment, Intimidation, and Bullying Form. Verbal reports will not be considered as official reports. Once an Ivy Prep Harassment, Intimidation, and Bullying Form has been completed it must be turned in to the school Counselor or Academy Leader for an investigation to begin. The Ivy Prep Harassment, Intimidation, and Bullying Forms can be found in the front office, the counselor's office, and the Academy Leader's office.

BOARD POLICY

REPORTING ACTS OF SEXUAL ABUSE OR SEXUAL MISCONDUCT

O.C.G.A. § 20-2-751.7.(a) provides that: "The Professional Standards Commission shall establish a state-mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and

follow such state-mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.”

The following is the reporting process:

- A. Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other School District employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.
- B. Any teacher, counselor, volunteer or administrator receiving a report of sexual abuse or sexual misconduct of student by a teacher, administrator, or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the school principal or principal’s designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.
- C. Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. § 19-7-5 shall make an oral report immediately to the school social worker, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The school social worker’s Child Protection Report may be submitted via telephone, fax, or in written form (preferred method for the school district is written report) to a child welfare agency providing protective services, as designated by the Department of Human Services, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator, or other employee not covered by O.C.G.A. § 19-7-5 shall be investigated immediately by school or system personnel. To protect the integrity of the process and to limit repeated interviews with the student, the designated system personnel is required to take a written statement from the student prior to any other person. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal’s designee shall make an immediate written report to the designated Regional Superintendent, Chief Officer of Public Safety, and Coordinator of School Social Work. The Superintendent and the Professional Standards Commission Ethics Division must also be notified of any validated acts of sexual misconduct.

Effective Date: 09/24/19

Last Revised: 09/24/19

Authority and/or Cross-Reference

GUIDELINES

The Ivy Prep policy prohibiting bullying is included in the scholar code of conduct and includes but is not limited to the following:

- Any scholar who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Scholars are expected to immediately report incidents of bullying to the Counselor or Academy Leaders. Scholars can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

- The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All scholars and/or staff shall immediately report incidents of bullying, harassment and intimidation to the school counselor or Academy Leaders. School staff members are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying shall be promptly investigated. This policy applies to scholars on school grounds and during any school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. Disciplinary action will be taken after an incident has been proven to be bullying. Disciplinary action after an incident of bullying may include but is not limited to the following:

- Demerits
- Loss of a privilege
- Reassignment of seats in the classroom, cafeteria, etc.
- Reassignment of classes
- Detention
- Out-of-school suspension
- Expulsion (through appropriate due process hearing)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of scholars who are victims of bullying and scholars who commit an offense of bullying.

CYBERBULLYING

Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited and can result in immediate expulsion.

RESPONSE TO BULLYING

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff, scholars and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the scholar's code of conduct.
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying. Faculty and staff must complete the Ivy Prep Harassment, Intimidation, and Bullying Form within 24 hours of the incident.
- People witnessing or experiencing bullying are encouraged to report the incident in writing to the school counselor or Academy Leader.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any written report of bullying, the school will direct an immediate investigation involving appropriate personnel. The investigation shall begin no later than the following school day. The investigation shall include collecting incident statements and/or interviewing the alleged perpetrator(s) and victim(s), identified witnesses, teacher(s)

and staff members. School counselors and other support staff should be utilized for their expertise as determined by the circumstances of the matter. The investigation shall be completed no later than five school days once the written report is received.

2. Notify

Parents/guardians of the accused and the victim must be notified within 24 hours upon receipt of the written report by the school counselor or Academy Leader. If the incident involves an injury, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

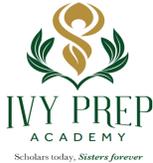
3. Discipline

Upon confirming that bullying has occurred, the accused scholar should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Scholars in grades kindergarten through eighth found to have committed the offense of bullying for the third time in a school year will automatically engage in a local formal hearing regarding expulsion. Retaliation following a report of bullying is strictly prohibited and can result in immediate expulsion.

4. Follow Up

Follow up is important to the accused and the victim. The school counselor or the Academy Leader will follow up with all parties involved via one on one meetings, group sessions, classroom guidance, and/or school wide interventions and programs.



FAMILY HANDBOOK ACKNOWLEDGEMENT FORM 2021-2022

I hereby acknowledge and accept the conditions set forth in this Ivy Prep Family Engagement Contract. I have received and read a copy of Ivy Prep's Parent and Scholar Handbook, as well as the Notification of Rights under the Protection of Pupil Rights Amendment (PPRA), Notification of Rights under FERPA, Notification of Programs with Scholars with Disabilities Under Section 504 of the Rehabilitation Act, as well as Notification of Non-Discrimination under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. I, along with my scholar(s) understand the rules, regulations, and procedures of the school and further understand that information and policies in this handbook may be updated at any time, as the Ivy Prep administration may deem necessary.

**THIS ACKNOWLEDGEMENT IS TO BE COMPLETED BY CLICKING [HERE](#). YOUR
ACKNOWLEDGEMENT IS REQUESTED BY SEPTEMBER 14th**

Ivy Preparatory Academy Governing Board Policies

[Parent and Scholar](#)

Please click on the links below to view each policy. The policies are also listed on the Ivy Preparatory Academy website under the governing board tab.

[Scholar Code of Conduct](#)

[Curriculum Policy](#)

[Instructional Programs/Inclement Weather](#)

[Scholar/ELL Services](#)

[Scholar 504 Accommodations](#)

[Administration of Medication](#)

[Hospital and Homebound](#)

[Special Education Services](#)

[Scholar/Technology Use](#)

[Scholar/Cell Phone Use](#)