



Ivy Hawn
Charter School of the Arts

Parent / Student Handbook

2020 - 2021

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Message from the Principal

Dear Parents,

On behalf of the faculty and staff at Ivy Hawn, I am happy to welcome you to the 2020-2021 school year! We are looking forward to partnering with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, well-rested, and ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school volunteer program as our students can greatly benefit from your involvement and contributions to the school's program and its operations. We seek volunteers to help us with the following activities:

- 1) Reading with children who need extra help
- 2) School-wide events
- 3) Student recognition events
- 4) Outreach and recruitment of parent and community volunteers

We have provided this Parent/Student Handbook so that you and your child can sit down and review this important information together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. The Parent/Student Handbook will also be available online at www.ivyhawnschool.org

I feel honored to be a part of this school family and look forward to a safe, productive, and successful school year!

Sincerely,

Kelly Conway, Principal



Parent and Student Acknowledgement
Code of Student Conduct

This form must be signed and returned to Ivy Hawn.

The Parent/Student Handbook and Code of Conduct and Discipline aligned to Volusia County Schools and the state of Florida is developed to help your child understand of their rights and responsibilities at Ivy Hawn Charter School of the Arts.

Parents/Families/Guardians: please take special notice of attendance, Section 11, pages 12-14. Additionally, take special notice of the Code of Student of Discipline Policy, Section 13, pages, of the Handbook, which could lead to your child being suspended or expelled from Ivy Hawn Charter School of the Arts.

Ivy Hawn Charter School of the Arts appreciates your help and support. When you read this Handbook with your child, please discuss all sections. It is required that you and your child sign, date, and return this document. This document will be kept on file.

If this document is not returned, that does not exempt your child, parents, or guardians from the responsibilities this Handbook and Code of Conduct outlines.

IVY HAWN CHARTER SCHOOL OF THE ARTS, IN COMPLIANCE WITH VOLUSIA COUNTY SCHOOLS, PROHIBITS ALL STUDENTS FROM BRINGING WEAPONS, DRUGS, BULLYING, OR COMMITTING ANY VIOLENT ACT AGAINST ANOTHER STUDENT OR PROPERTY AT THIS SCHOOL. PARENTS AND GUARDIANS SHOULD KNOW THAT IF THEIR CHILD DOES ANY OF THE ABOVE-MENTIONED ACTS AGAINST ANOTHER PERSON OR PROPERTY, CONSEQUENCES COULD INCLUDE EXPULSION FROM THE SCHOOL. (School District of Volusia County Code of Student Conduct, 2020-2021).

I have received and understood the Parent/Student Handbook and Code of Conduct and Discipline.

School Name: _____ School Year: 20__ - 20__

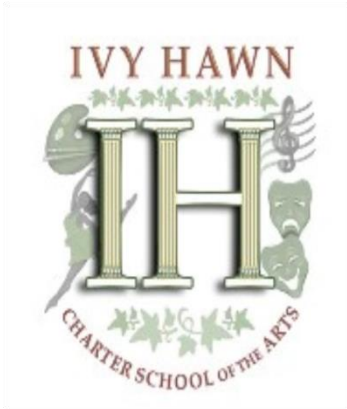
Student Name: _____ Student Alpha ID: _____

(Please print)

Student Signature: _____ Date: __/__/__

Parent/Guardian Name: _____

Parent/Guardian Signature: _____



Ivy Hawn

Charter School of the Arts

IVY HAWN VISION STATEMENT

A leadership and collaborative culture, committed to continuous improvement in teaching and learning, will raise student achievement in both academics and arts and prepare all students with a 21st century education.

-Adopted, 2016

IVY HAWN MISSION STATEMENT

To foster intelligence, individuality, and artistry for a lifetime.

-Adopted, 2011

IVY HAWN WAY

- I will do my best everyday
- I will treat others with kindness and respect
- I will take responsibility for my words, choices, and actions

-Adopted, 2011; Revised, 2016

Administration

Mrs. Kelly Conway, Principal

conwayk@ivyhawnschool.org

386-228-3900 ext. 320

Mrs. Anna Ventura, Assistant Principal, Elementary

venturaa@ivyhawnschool.org

386-228-3900 ext. 103

Contact: Math, Curriculum, Safety/Security, Transportation, Staff Development

Ms. Desiree Drager, Assistant Principal, Middle School

dragerd@ivyhawnschool.org

386-228-3900 ext. 321

Contact: ELA, Scheduling, Testing, Gradebook Manager, PST Chair

Ms. Beth Harper, Assistant Principal for Academic & Behavioral Support

harpere@ivyhawnschool.org

386-228-3900 ext. 115

Contact: Discipline and ESE

Mr. Carey Wilson, Dean of Students

wilsonc@ivyhawnschool.org

386-228-3900 ext. 323

Contact: Discipline

Overview of Ivy Hawn Charter School of the Arts

Ivy Hawn Charter School of the Arts has been designated as a high-performing charter school by the State of Florida and has recently increased its enrollment to 948 students. Ivy Hawn is a tuition-free public school of choice located in historic Lake Helen, Florida, in Volusia County. Founded in 2009, Ivy Hawn serves students in grades Kindergarten through Eighth grade providing a high-level academic program infused with a concentration in digital, visual, and performing arts. Ivy Hawn received a school grade of “B” during its first year and has since received a grade of an “A” every academic school year thereafter. Ivy Hawn with her staff continue to work hard to maintain our status as a high-performing charter school for the 2020 – 2021 school year.

Address:

565 S. Lakeview Dr. #110

Lake Helen, FL 32744

Phone: 386-228-3900

Fax: 386-228-3901

School hours:

7:50AM-3:00 PM

In addition to our rigorous core academic classes, we offer the following electives:

- Musical Theatre
- Band (beginning) Advanced Band, Jazz Band
- Chorus 1, Acapella
- Orchestra, Chamber Orchestra
- Dance 1,2 & 3, Dance team
- Drama 1,2 & 3
- Digital Arts—Photoshop, Creative Photography, Yearbook, TV/Media Production, Film and animation / Advanced Digital Design
- Visual Arts- 2D/3D Studio Art
- Spanish, Beginning / Intermediate & Spanish 1
- Fashion Design 1 & 2 / Advanced Fashion Design
- Microsoft Business Applications
- Physical Education / Wellness
- STEM- Intro to technology / Exploring technology
- TV / Film / Animation

Middle School Bell Schedule

Middle school will be operating on a block schedule, offering students extended class time to develop key concepts, incorporate creativity into instruction, and a variety of classroom activities that address different learning styles. This provides them with more opportunities to receive additional remediation, guided practice, and enrichment. We will be utilizing an alternating day format—also referred to as an A/B schedule. This structure allows students to take four classes one day (A) and four different classes the next day (B). Students attend A and B classes all year.

We believe this researched-based approach to learning will enable us to reach the following objectives: maximize academic learning time, minimize transitions between classes, decrease disciplinary and behavioral issues, improve relationships between students and teachers, increase student mastery and retention of material, and positively impact student achievement overall. Additionally, this allows our students to have more uninterrupted time to cultivate their talents in visual, performing, and digital arts. Please see the following page for block layout and class times.

Monday – Friday

<u>MONDAY / THURSDAY</u>		<u>WEDNESDAY</u>				<u>TUESDAY / FRIDAY</u>	
1 st – 4 th		<i>Early Release</i>		Full Day		2 nd – 8 th	
1 st	7:50 – 9:31	1 st	7:50 – 8:30	1 st	7:50 – 8:37		
		2 nd	8:33 – 9:13	2 nd	8:41 – 9:27	5 th	7:50 – 9:31
2 nd	9:35 – 11:09	3 rd	9:16 – 9:56	3 rd	9:31 – 10:17		
		4 th	9:59 – 10:39	4 th	10:21 – 11:08	6 th	9:35 – 11:09
3 rd	Lunch A: 11:09 – 11:39 Class: 11:43 – 1:22 Class: 11:13 – 11:50 Lunch B: 11:50 – 12:20 Class: 12:24 – 1:22 Class: 11:13 – 12:30 Lunch C: 12:30 – 1:00 Class: 1:04 – 1:22	5 th	10:42 – 11:22	5 th	Lunch A: 11:09 – 11:39 Class: 11:43-12:30 Class: 11:12 – 12:00 Lunch B: 12:00 – 12:30		
		6 th	Lunch A: 11:22 – 11:52 Class: 11:55 – 12:35 Class: 11:25 – 12:05 Lunch B: 12:05 – 12:35	6 th	12:34 – 1:21	7 th	Lunch A: 11:09 – 11:39 Class: 11:43 – 1:22 Class: 11:13 – 11:50 Lunch B: 11:50 – 12:20 Class: 12:24-1:22 11:13-12:30 Lunch C: 12:30-1:00 Class: 1:04-1:22
4 th	1:26 – 3:00	7 th	12:38 – 1:18	7 th	1:25 – 2:12		
		8 th	1:20 – 2:00	8 th	2:16 – 3:00	8 th	1:26 – 3:00

Pick up/ Drop off Times

Our official school hours for Ivy Hawn are from 7:50 AM to 3:00 PM. Any student requiring supervision before or after these official school hours, can make arrangements for our Star Extended Day Program. Please refer to that page for further information.

If students are dropped off before 7:20 AM without parent supervision, students will be taken to Before Care. The charge for before-care is \$6.00 a day. There will be no charge for the first occurrence due to an extenuating circumstance.

Students not picked up by 3:00 PM will be escorted to After Care and parents will be contacted. The price for After-Care is \$12 a day. There will be no charge for the first occurrence due to an extenuating circumstance.

****Upon arrival, students may not leave school once they have been dropped off.**

If you are dropping off items, please visit the main office reception area (Ohio Ave. Entrance). We will deliver the item(s). If you are delivering medication, the receptionist will call your child down for you to administer the medication. If you are providing a new medication, new documentation needs to be filled out prior to new medication being distributed by the nurse from the Clinic.

Late Arrival / Early morning drop Check-Out Procedures

If you are dropping off /picking up your student late /early, please use the [School Pass App](#) to let us know you are coming. The School Pass App will manage any need for you to pick up and check out your student early. (dentist appt. Etc.)

Ivy Hawn Attendance Policy

We need our parents' help in establishing good attendance practices. At Ivy Hawn, we believe students need to learn the importance of regular school attendance as well as the importance that students report to school on time. Florida Law states "(1)(a) 1. All children who have attained the age of 6 years or who will have attained the age of 6 years by February 1 of any school year or who are older than 6 years of age but who have not attained the age of 16 years, except as otherwise provided, are required to attend school regularly during the entire school term" (F.S.A. Section 1003.21).

All students are expected to be in class by 7:50 AM to avoid being marked tardy.

****Virtual students- students should be zooming into their homeroom (Middle School, every period) in order to be marked present.**

Policy for Reporting Absences and Tardies

When your child is absent, please email attendance@ivyhawnschool.org to report the absence by 9:00 AM. If the absence is due to an emergency or computer access is not available, the student may return to school with a signed note. All absences must be provided in writing for documentation purposes. If you do not report the absence within 72 hours, the absence will be recorded as unexcused.

After 5 unexcused absences within a calendar month or 10 unexcused absences within 90 days, the school may review your child's attendance to determine if early patterns of "non-attendance" are developing, requiring a meeting with the school's Problem-Solving Team. Students with excessive absences could lose privileges including but not limited to field trips, evening performances, or after-school activities.

Illness

The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill (vomiting or fever over 100 before medication). If a student becomes ill during the school day, the parent will be contacted. There are limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel needs to be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions, seizures, etc.). This heightens awareness in case of an emergency.

Tardies

Tardies interrupt the classroom environment and interfere with the learning of other students. Only a tardy using the reasons mentioned for excused absences will be considered excused. However, we're asking that you work with us in helping your child establish good practices of punctuality and attendance as it relates to their education.

1. Parents must accompany your child inside to sign in at the appropriate front desk.
 2. Parents must follow the same process to excuse a tardy as they do to excuse an absence (email attendance@ivyhawnschool.org).
 3. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.
 4. Tardiness to any class without documentation is considered unexcused.
 5. 5 tardies or checkouts = 1 unexcused absence
 6. Habitual tardiness is defined as being tardy 5 times within a 90-day period.
 7. Administrators will take necessary disciplinary action for students who are continuously tardy.
- *Actions may include, but not limited to warning, in-school conference with student, contact with parent/guardian, behavioral contract, detention, and suspension of privileges.

Make-Up Work

The goal at Ivy Hawn is to move all students to academic success. This assures a high level of learning for all students. We believe "Students do not learn from work they never do." (O'Connor, 2009). Therefore, the make-up policy requires students to have ownership in their learning and understand the purpose of completing all work toward the mastery of all concepts and skills.

1. Students will have 1 day per every day absent to complete make-up work regardless if the absence is excused or unexcused (suspensions). If a student is suspended, all work is due on the day they return.
2. All make-up work will receive credit.
3. Parents and students must work together to communicate with the teacher to gather missing assignments. All faculty members' emails are posted on the school website for your convenience.
4. Parents are urged to plan family trips during school holidays so as not to interfere with the learning process. However, if an extended absence is unavoidable, the school should be notified in writing a week in advance and the teacher will provide make-up work to the student either before or after the absence.

**Parents should refer to the state policy below of excused / unexcused absences to avoid any unintended consequences. See Sections I and II of the Volusia County Schools and State of Florida Attendance Policy

The following sections provides further clarification of the Student Attendance Policy in compliance with Volusia County Schools and the State of Florida.

Volusia County Schools and State of Florida Student Attendance Policy 206

Preamble

Under Florida's compulsory school attendance law, each parent of a child within the compulsory attendance age is responsible for such child's school attendance. All children who have attained the age of six years, on, or before September 1st of the school year are required to attend school regularly during the entire school term. A student who attains the age of 16 years is not subject to compulsory school attendance if the student files a formal declaration of intent to terminate school enrollment and must be signed by the student and parent or legal guardian. Compulsory school requirements shall apply until the student turns eighteen, graduates or until the parent or legal guardian signs the declaration of intent to terminate school enrollment. "Attendance" means being present at school or away from school on a school day and engaged in an educational activity which constitutes a part of the school-approved instructional program for the student. The parent has the responsibility to report any non-attendance and explain the cause of any school absence of a child. The superintendent has the responsibility to enforce the compulsory school attendance laws and has an obligation to notify the parent when no valid reason is found for a child's non-enrollment over a period of time. The sole purpose of this policy is to set forth procedures as such are required under Florida's compulsory school attendance laws and the enforcement thereof. The superintendent shall develop and distribute procedures that meet the school district's obligation regarding attendance under this policy, state statute and state rules and regulations, including the enforcement of school attendance requirements. The procedures must provide that schools track excused and unexcused absences and contact the home in the case of an unexcused absence from school, or absence for which the reason is unknown, to prevent the development of patterns of non-attendance.

I. Excused Absence

A. Illness or other legitimate causes will be excused with the permission of the parent/guardian and the school principal, up to 15 days within the school year. After 15 days of absence, excused or unexcused, a student must have a doctor's verification for subsequent absences due to illness. In addition, the school shall also have the discretion to require that subsequent absences or tardinesses be accompanied by a statement explaining the reason for such absences and tardinesses. The legitimacy of a cause for being absent shall be determined by the building principal or designee based on the following criteria: (a) whether the reason for absence is equivalent in importance to the student's need to be in attendance; (b) the needs of the student and the student's family; (c) the number of absences accumulated by the student; and (d) other justifiable rationale.

B. Schools must be notified of excused absences by either personal communication or written explanation from the parent/guardian in accordance with procedures established by the school. If the parent/guardian fails to provide notification, the absence will be recorded as unexcused.

C. For students with chronic illnesses that may require more than the allowed 15 days of absences, the parent must provide a letter from the student's doctor stating that the student suffers with a chronic illness that will likely require more than 15 days of absences each year. This letter must be provided to the school each year that the condition continues. The parent may then call in illnesses beyond the 15 days without providing additional medical documentation.

D. Medical and dental appointments should be made after school hours. When this is not possible, students may be excused to fill these appointments. An excuse from the doctor or parent/guardian is required.

E. Religious holidays or religious instruction: Students may be excused from school for observance of established religious holidays or for religious instruction in accordance with School Board Policy 207. Where a student is absent for the observance of an established holiday or for religious instruction and the school has been so notified in accordance with the terms of this policy, such absence shall not disqualify the student from qualifying for an attendance recognition given by the school.

II. Unexcused Absence

- A. The fact that the student's parent/guardian knew of the absence does not, in and of itself, require that the absence be recorded as an excused absence by school personnel.
- B. Absence without notification of school officials by the parent/guardian is considered an unexcused absence.
- C. Out-of-school suspensions are considered unexcused absences.

III. Tardies / Lates / Early Checkouts

- A. A student shall be considered tardy when he or she arrives to school after the beginning of the official school day or is not in the assigned class at the official beginning of a class period. A parent/guardian shall notify the school as to the reason of the tardiness or early checkout.
- B. Early checkouts occur when a parent/guardian removes a student from class prior to the official end of the day.
- C. Tardies and/or early checkouts will be excused with the permission of the parent/guardian and the school principal. The legitimacy of a cause for being tardy or checked out early shall be determined by the building principal or designee based on the following criteria: (a) whether the reason for absence is equivalent in importance to the student's need to be in attendance; (b) the needs of the student and the student's family; (c) the number of absences accumulated by the student; and (d) other justifiable rationale.
- D. Schools shall have the discretion to establish attendance guidelines providing that an excessive number of tardies may impact a student's conduct or effort grade.
- E. In cases of truancy and habitual truancy that are referred to the Problem-Solving Team, tardies/early checkouts will be recognized and calculated in the truancy instances. For truancy purposes in the Problem-Solving Team (PST) documentation that may be used for court action, five unexcused tardies and/or five unexcused checkouts will equal one unexcused absence.

IV. Procedures for Addressing Absences

- A. Upon each unexcused absence, or absence for which the reason is unknown, the school principal or their designee should contact the parent to determine the reason for the absence.
- B. If a student has had at least five unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period, excluding out-of-school suspensions, school personnel should evaluate the attendance to determine if a pattern of non-attendance is developing. Unless there is clear evidence that the absences are not a pattern of non-attendance, the principal or designee shall refer the case to the school's Problem-Solving Team. Teachers can consult with school social workers about attendance concerns at any point throughout the problem-solving process. The Problem-Solving Team chair, school representative, and school social worker will review the attendance reports to determine which students/cases are serious enough to forward to PST. Data determines whether the problem should be addressed through the PST or through a PST meeting designated for attendance concerns only. If the Problem-Solving Team determines that a pattern of non-attendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the initial meeting does not resolve the problem, the Problem-Solving Team shall implement the following: (a) frequent attempts at communication between the teacher and the family; (b) evaluation for alternative education programs; or an (c) attendance contract.
- C. A referral may be made to the school social worker if interventions implemented by the Problem-Solving Team are not successful in resolving the truancy problem.
- D. When a student has accumulated 15 unexcused absences, excluding out-of-school suspensions, within a 90-calendar day period they have met the state's legal definition of habitual truancy. After appropriate

interventions by the Problem-Solving Team have been implemented, a referral may be forwarded to the agencies identified in F.S. 1003.27, if the truancy issue is not resolved.

E. When a student reaches the age of 16, in order not to be subject to compulsory school attendance, the student must file a formal declaration with the school district acknowledging his or her intent to terminate enrollment in the school district. The declaration must acknowledge that terminating school enrollment is likely to reduce the student's earning potential and must be signed by both the student and the parent/legal guardian. The guidance counselor or other school personnel must conduct an exit interview with the student to determine the reasons for their decision to terminate school enrollment and actions that could be taken to keep the student in school. The student must be informed of opportunities to continue their education in a different environment, including adult education and GED test preparation. Additionally, the student must complete a survey intended to provide data on the student's reason for terminating enrollment and the actions taken by the schools to keep students enrolled in school.

F. If the family notifies the school of their plans to leave for an extended amount of time, schools should encourage them to enroll their child in the school district where they are temporarily residing. If they agree, the student should be withdrawn with the appropriate code. If it is learned that a family has left, but the parent/guardian has neglected to notify the school, the school should follow-up as with any attendance situation when a student is not attending. Attempt phone contact and send a letter; if no response is received within a reasonable amount of time, follow-up with the school social work referral in attempts to obtain information on the status of the student. If a student is not attending school even after proper procedures have been exhausted, schools should contact School Social Services for consultation. A student may not be withdrawn by the school until all avenues have been exhausted. Due to the fact that the district does not conduct the adult high school education program and therefore does not have access to confidential student information for students who are enrolled in that program, such students shall be coded as having been withdrawn from the district to enroll in the adult high school educational program. Such coding shall only be changed upon notice from the student or the student's parents.

G. A student who attains the age of 18 years during the school year is not subject to compulsory school attendance beyond the date upon which he or she attains that age.

H. When a student reaches a total of five (5) unexcused tardies and/or unexcused checkouts within a 30-day period the school will provide notice (i.e. letters, report card, and/or send a telephone message) to parents.

V. Habitual Truancy

Habitual truancy is defined as 15 unexcused absences within a 90-calendar day period. When a student is habitually truant, the principal must ensure that the following actions required by procedures developed by the superintendent in accordance with statutory requirements have been followed, in order to determine the cause and attempt the remediation of the student's truancy. Parents who disagree with the remediation recommended shall have the right to meet with the Student Placement Committee to discuss the matter. If the parent is not satisfied with the action recommended by the Student Placement Committee, then the parent shall have the right to request a hearing before the school board.

VI. Parental Notification of Grades K-12 Student Absences

Parents/guardians are responsible for their child(ren)'s safe arrival either at school or onto the assigned bus. When a student is absent from school due to illness or other reasons, the parent/guardian is responsible for notifying the school, preferably the morning of the absence. If the school has not been notified about a student's absence, school staff will attempt to notify the parent by telephone.

VII. Grades 9-12 (Pertaining to High School credit)

Schools providing services to students in grades 9-12 shall have the discretion, on a school-wide basis only, to implement a requirement that where a student is absent more than nine days in a semester and does not have an overall grade of "C" or higher in a course, including make-up work, such student shall not be awarded credit in that course until the student demonstrates proficiency (70% or higher). If the

determination is made to exercise this discretion, the school shall establish the method for demonstrating proficiency, e.g., attaining a grade of 70 or higher on the end of semester exam.

VIII. Make-up Work

For an excused absence a reasonable time will be allowed for the student to complete make-up work requirements for credit as set forth in individual school policy. Make-up work for unexcused absences shall be governed by the terms established in each individual school's policy, which may include the assessment of a letter grade penalty. However, students who are suspended shall be provided with specific homework assignments to be completed.

IX. Educational Trips

School sponsored trips are part of the educational program and are not to be considered as unexcused absences. Written permission by the parent is required to participate.

X. Leaving School Grounds

No student may be permitted to leave school grounds prior to dismissal except by combined approval of parent(s) or legal guardian and the principal or designee. Exceptions to the requirement of approval by the parent/guardian shall be where a high school allows for an open lunch, and communicates that fact to the parents, or where the student is leaving campus to participate in an academic program with the approval of the parent/guardian. No student may leave the school grounds during the school hours without following duly authorized procedures.

Legal Authority:
Section 1001.41, Florida Statutes
Laws Implemented:
Sections 1001.42, 1003.02, 1003.04, 1003.231, 1003.23, 1003.24, 1003.26, Florida
Statutes
History:
(Adopted -- July 23, 1991)
(Revised -- October 28, 1997; August 17, 1999; July 25, 2000; August 25, 2009)
(Effective -- August 25, 2009)

Academic Expectations and Discipline Policy

At Ivy Hawn, it is expected that students take ownership and responsibility for their learning. It is important to stay in communication with teachers to make sure all grades and assignments are up to date.

If a student has missing assignments or is failing a course, they may become ineligible to attend field trips or after school, or evening activities.

Retake Policy

Purpose:

The purpose and intent of this policy is to provide each student with an additional opportunity to show mastery of the content. Students who do not demonstrate mastery on an assignment will be given the opportunity to retake and show understanding of the standard(s).

Retake Policy

- Students have up to 5 days to retake a formative or summative assessment after the initial assessment is given. Extenuating circumstances to this policy will be decided by the teacher.
- If a student's retest grade is lower than the original grade, the higher test score will be used.

- Students will only be allowed one retake per summative test.
- Students may not be allowed to retake a test if they have missing quarter or incomplete assignments for that particular unit of study.
- If students are retaking a quiz/test, a different assessment may be used that addresses the same standards. The idea behind retakes is for the students to *master* the standards and not to memorize the answers.
- The only retakes allowed during final week of a grading period. Any of these assessments that fall within the 5-day retake window.

Remediation and Retake Ticket

- The Remediation and Retake Ticket requires students to reflect on how they prepared for the original assessment, describe how they'll prepare differently and includes requirements and due dates. Teachers may use the remediation ticket as a way to qualify students for a retake. Students must have the ticket signed by a parent/guardian prior to retaking any assessment and choose a date when they would like to take the assessment.

Discipline

At Ivy Hawn Charter School of the Arts, our goal is to work with parents and students to build a solid academic background and provide students with a framework of high standards and values that will guide them throughout life. This includes further development of behaviors that will promote respect, responsibility, organization, and self-discipline. Our faculty and staff are here to ensure that each student has the opportunity to learn and to develop to his or her fullest potential in a safe and secure environment. Should a student fail to observe a rule or policy, appropriate disciplinary action will be taken (see Section 208). We understand that circumstances and a range of severity exist for any of the levels of behaviors listed in the Code of Student Conduct and Discipline. Therefore, individual situations will be handled by the school administration based the severity, intensity, and frequency of the inappropriate behavior. Furthermore, we enable our students to self-reflect on their behaviors work with the Problem-Solving Team, including a Behavioral Contract to determine if their actions are consistent with our beliefs, values, and core principles. To ensure our students understand the overall expectations in school, it is imperative that parents and/or guardians support us by having a discussion regarding acceptable practices that would foster academic and behavioral growth. We realize the important role parents play throughout their child's academic journey.

To ensure an academically productive classroom environment, no student will be allowed to behave in a manner that interferes with the opportunity of other students to learn and/or with the teacher's responsibility to teach.

Discipline Expectations

Ivy Hawn Charter School of the Arts ensures that each child has the opportunity to learn and to develop to his or her fullest potential. Students will learn and allow others the opportunity to learn. Should a student fail to observe a rule or policy, disciplinary action will be taken.

Parent Expectations

- Show an interest in his or her student's progress through regular communication with their child and the school
- Assure that their student adheres to the school dress code

- Ensure their student's timely daily attendance and report absences promptly to the school
- Teach their child respect for authority of school personnel
- Inform the school of conditions or circumstances, which may affect their child's ability to learn
- Cooperate with and support school personnel in solving disciplinary problems

Student Expectations

- I will adhere to the Ivy Hawn Way:
 - I will do my best everyday
 - I will treat others with kindness and respect
 - I will take responsibility for my words, choices, and actions
- I will read and agree to the student Code of Conduct.
- I understand that noncompliance to these rules will result in discipline referrals and consequences.
- I understand that regular attendance is a critical part of my success.
- **I understand that excessive discipline referrals and attendance issues may affect my ability to participate in school activities (including, but not limited to: field trips in-house activities, performances, and outstanding obligations).**

To ensure an academically productive school environment, all students will behave in a manner that supports the opportunity of other students to learn and the teacher's responsibility to teach. Individual situations will be handled appropriately by the school administrators, as per the student code of conduct.

We hope to work together to maintain an environment in which each child feels safe and secure, and in which all members of the school community are mutually respected.

Ivy Hawn's Governing Board policy is aligned to the Volusia County Schools Policy Guide and Code of Student Conduct and Discipline provided to you in this section (Policy 208)

Disciplinary Offenses and Responses

A. Definitions

1. Alcohol - all beverages and/or edible items or substances containing alcohol in any percent by volume, including distilled spirits.

2. Alternative Education - An educational program used in lieu of suspension or expulsion. Students assigned to an alternative education program are prohibited from attending or participating in other Volusia County Schools' events or activities, where the Code of

Conduct is in effect. For the purpose of this policy, the term "alternative education" does not include schools of choice.

3. Ammunition - the various projectiles together with their fuses, propelling charges, and primers that are fired from guns.

4. Arson - willful and malicious damage to any structure by fire or explosion.

5. Assault - intentionally threatening by word or act to do violence to another person, combined with an apparent ability to commit violence, which creates a well-founded fear in the person that violence is imminent.

6. Battery - physically striking another person against that person's will causing bodily harm to another person.

7. Bomb threats - intentionally making a false report to any person, including school personnel, concerning the planting or placing of any bomb, dynamite or other arson causing device.

8. Bullying - aggressive behavior that is repeated and is intentionally harmful and occurs with no provocation. "Bullying" includes systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to teasing, calling names, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual, religious or racial harassment, public humiliation and destruction of property as well as spreading rumors and influencing others to do the same. The term "bullying" includes cyber-bullying where technology and cyberspace are used for any of the above behaviors and acts. (See also School Board Policy 525 – Policy Against Bullying and Harassment.)

9. Burglary - breaking and entering into a building or vehicle with the intent to commit a crime.

10. Case Management - The collaborative process that assesses, plans, implements, coordinates, and monitors services required to meet the student's educational and service needs.

11. Cheating/Academic dishonesty - to influence by deceit, trick or fraud, to violate rules for personal gain or the gain of others. To obtain by deceit a grade or reward to which one is not entitled. To plagiarize.

12. Cyberstalk - to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person(s), causing substantial emotional distress to that person(s) and serving no legitimate purpose.

13. Disorderly conduct - any act which substantially disrupts the orderly conduct of a school function, or substantially disrupts the learning environment or poses a threat to the health, safety, and/or welfare of others.

14. Disruption - behavior which is willful and overt initiated on the part of the student and which requires the attention of school personnel to deal with the incident.

15. District Student Placement Committee - the committee, whose membership is designated by the superintendent, with the responsibility for determining whether a student should be recommended for expulsion or for other placement.

16. Drug paraphernalia - all equipment, products, and materials of any kind which are used, intended for use, or designated for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of Chapter 893, Florida Statutes. The term includes but is not limited to items listed in Section 893.145 of Florida Statutes, and items which may be determined to be drug paraphernalia under the criteria set out in Section 893.146 of Florida Statutes.

17. Drugs - all substances defined as controlled substances under Chapter 893, Florida Statutes, including marijuana, hallucinogens, inhalants; any substance represented as a controlled substance by any person intending to deliver or sell said substance to another, whether or not the substance is a controlled substance.

18. Drugs and Alcohol:

a. Possession - to have unlawful custody or control over any substance defined as a drug or alcohol under this code; prescription medication is exempt from the definition of possession if the student in possession of the medication has a valid prescription for that medication and has followed the prescribed procedures for administration of medication.

b. Distribution - the delivery of a drug or alcohol to another by one who is responsible for the introduction of the drug or alcohol upon school board property or at a school sponsored event.

Where quantities of the drug or alcohol are extremely small, or where there is some question as to whether the substance was willingly distributed, or where there was a number of individuals passing the same item or substance, the classification of distribution versus possession may be determined by the charging document filed in Juvenile or Criminal Court.

c. Sale - the delivery of a drug or alcohol to another in return for money or other consideration.

d. Use - introduction of alcohol or a drug into the body.

19. Electronic device misuse - the use of a computer, cell phone, smart phone, or other electronic device to take any of the following actions or any similar action is unauthorized and prohibited: violating the acceptable use policy, unauthorized hacking into or accessing or breaking into restricted accounts, networks, or private accounts; modifying, or destroying files without permission; illegally copying software; and entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate, violence, and/or illegal activity.

20. Explosive device - a prepared chemical or powder device designed to explode or burn, not unaltered commercial fireworks.

21. Expulsion - the discontinuation of educational services provided by Volusia County Schools for a period of time prescribed by the School Board. Students under expulsion are prohibited from attending or participating in Volusia County Schools' events or activities, where the Code of Conduct is in effect.

22. Extortion/threats - threatening another with the intent to obtain money or other property, or to compel that person to do an act or refrain from doing an act against his/her will.

23. False alarms - intentionally initiating any false alarm, including contacting 911.

24. False document - to make, possess, or sign a counterfeit or forged school related document such as a pass or an excuse.

25. False report - Knowingly filing a false report. Willfully giving or conveying to any law enforcement officer or school official false information or reports concerning the alleged commission of any crime under the laws of the state, or ethical violation of school board policy, knowing that such information is false, in that no crime or ethical violation has been committed.

26. Fighting - mutual participation in a fight involving physical violence where there is any degree of injury or where physical restraint is necessary. Does not include verbal confrontations, tussles or other minor confrontations.

27. Firearm - any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm or firearm silencer; any destructive device; or any machine gun. A destructive device is any bomb, grenade, mine, rocket, missile, pipe bomb, or similar device containing some type of explosive that is designed to explode and is capable of causing bodily harm or property damage. Includes firearms of any kind (operable or inoperable, loaded or unloaded), including but not limited to hand, zip, pistol, rifle, shot gun, starter gun, flare gun.

28. Fireworks - explosives or combustibles used to produce light, smoke, odor, or noise.

29. Forgery - to make a document with the intent to defraud.

30. Gambling - to bet money or other stakes on an outcome or a game, contest, or event.

31. Harassment - any threatening, insulting, or dehumanizing gesture, use of data, or computer software, or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property, has the effect of substantially interfering with a student's educational performance, opportunities, or benefits and/or has the effect of substantially disrupting the orderly operation of a school. (See also School Board Policy 509 – Prohibition of Harassment.)

32. Hazing - any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
33. Hitting/Striking - Purposely making forceful contact with another against his/her will which does not result in an injury, and which does not constitute battery; biting, spitting or throwing bodily fluids (not covered under battery.)
34. Horseplay - rowdy, rough play that interferes with proper order.
35. Inappropriate touching - any contact or touching of a sexual nature which is inappropriate for an educational setting or event.
36. Indecent exposure - exposing or exhibiting sexual organs in any public setting.
37. Insubordination - behavior, acts, or words which are disobedient. Failure to respect the authority of the school or its faculty.
38. Laser lights - any device, which projects a concentrated beam of light in one or more discrete wavelengths.
39. Look alike guns - any replica firearm or toy gun or object which looks like an actual firearm, or toy gun or object which is purposely displayed or represented as a firearm.
40. Malicious threats of violence - threats that do not constitute assault. Words or acts that are not coupled with an apparent ability to do so or which do not create a well-founded fear that such violence is imminent. This does not require law enforcement involvement.
41. Motor vehicle theft - theft or attempted theft of a motor vehicle.
42. Off-campus felony - any student who is reported to have been formally charged (petition filed) by the state attorney with a felony offense may be suspended and expelled from school attendance in accordance with the district's procedure. This section also applies to any student reported by the court who has been found to have committed a delinquent act, which, if committed by an adult, would be a felony.
43. Off-campus instruction – for the purpose of this policy, an alternative educational program that may be used for students who are being considered for expulsion. Off-campus instruction is offered to students whose suspension is extended beyond 10 days. Students assigned to the off-campus instruction program are prohibited from entering any school during the period of suspension without express permission of the principal/designee, or attending or participating in other Volusia County Schools' events or activities.
44. Pornographic materials and communications - vulgar or obscene materials or communications, oral or written. This includes notes and phone calls and other communications such as Internet communications, as well as the possession of lewd or obscene drawings, pictures or magazines. Magazines, which depict nude models, are included in this category.
45. Possession - to have custody or control over an item or items. This includes, but is not limited to having an item on your person, or in your personal belongings. This includes lockers and vehicles.
46. Principal to a criminal act - aiding, abetting, counseling, hiring, or otherwise procuring a criminal offense, where such offense is committed or is attempted to be committed.

47. Problem Solving Team - an intervention driven/progress monitoring teams at each school site which assists students, families and teachers in seeking positive solutions for all students. A critical component of Problem Solving Teams is the collaboration of all stakeholders within the school community (i.e., school administrators, teachers, school psychologists, guidance counselors, school social workers, speech/language clinicians, reading specialists, parents, and other relevant personnel including community agencies when necessary).

48. Profane, obscene or vulgar language - any expression in any language, either verbal, written, or by gesture which is disruptive and/or offends individuals or groups and violates the norms of the school and community.

49. Propellants - a gas or liquid, which is expelled from a canister or container designed for personal protection.

50. Riot - a violent disturbance by three or more students with a common purpose.

51. Robbery - taking money or other property from the person or custody of another by the use of force or threat.

52. Scuffling - wrestling, grappling, hitting, or tussling on the part of two or more students in which there is no degree of injury.

53. Secret societies - the organization of, establishment of, promotion of, membership in, or pledge of membership in any secret fraternity, sorority, or group (including a gang) wholly or partly composed of student(s) enrolled in the public schools and which perpetuates itself wholly or partly by taking in additional members on the basis of the decision of its membership rather than on the right of any student who is qualified by the rules of the school to be a member. Displaying or wearing any secret society organization logo in any way disruptive of the educational program is prohibited.

54. Sexual battery - any sexual act or attempt directed against another person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his or her youth or because of temporary or permanent mental incapacity. This category includes rape, indecent liberties, child molestation, and sodomy. This category requires law enforcement involvement and the filing of criminal charges.

55. Sexual harassment - as defined in School Board Policy 509, including any of the following actions or activities: unwanted, repeated, verbal or physical sexual behavior which is offensive and objectionable to the recipient, causes discomfort or humiliation and interferes with school performance. Examples include touching breasts or buttocks, verbal comments, touching oneself in front of others, and/or spreading sexual rumors.

56. Suspension - a temporary removal of a student from all classes of instruction on public school grounds and all other school-sponsored activities except as authorized by the principal or the principal's designee, for a period not to exceed ten (10) school days and remanding of the student to the custody of the student's parent with specific homework assignments for the student to complete. Students under suspension are prohibited from entering any school during the period of suspension without the express permission of the principal/designee, or attending or participating in Volusia County Schools' events or activities.

57. Synthetic/Counterfeit drugs - any substance that is represented to be, represented to contain, mimics, or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, intoxicant, or controlled substance of any kind under the law of Florida or federal law. This includes, but is not limited to, any substance that produces the same effect as or is represented to produce the same effect as a controlled substance or any analogue of a controlled substance including, but not limited to "Bath Salts" or "K-2", also known as "Spice" or "legal weed."

58. Telecommunication devices - any device that is capable of transmitting voice, text, or pictures from one person to another.

59. Theft - the unlawful taking of the property of another without threat of violence or bodily harm.

60. Time-out - A behavior modification technique where a student is removed from classroom activities for a period of time.

61. Tobacco products - all items, which in total or in part, include tobacco or a by-product of tobacco, including but not limited to, cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

62. Toxic plants - any plant, tree, or shrub, that when ingested causes a mind or mood altering state, or which is poisonous to the body.

63. Trespassing - willfully entering or remaining on any school board property, building or vehicle without permission or authority. This includes returning to any school board property while under suspension or expulsion.

64. Vandalism - willfully injuring or damaging by any means any real or personal property belonging to another.

65. Vehicle violation - Any violation of campus rules involving a motor vehicle.

66. Walkie-talkies - a battery powered portable sending and receiving radio or instrument.

67. Weapons (other) - possession, use or intention of use of any instrument or object to inflict harm on another person, or to intimidate any person. Included but not limited to in this category are items not being used for a curricular purpose such as all types of knives, chains (any not being used for the purpose for which it was normally intended and capable of harming an individual), pipe (any length or metal not being used for the purpose it was normally intended), hunting equipment including bows and/or arrows, hunting grade sling shots razor blades or similar instruments with sharp cutting edges, ice picks, dirks, other pointed instruments, nunchakus, brass knuckles, Chinese stars, billy clubs, tear gas gun, electrical weapons or device (stun gun), BB or pellet gun, explosives or propellants over 2 oz. Possession of any long blade or switch blade knife is included here. A common pocket knife will not be considered to be a weapon unless used as one. Weapons and other items of contraband are also prohibited from being in vehicles while on school board property or while at school sponsored events. Pursuant to F.S. 790.115(2)(a)(3), the district specifically waives the exception regarding weapons possession in vehicles provided in 790.25(5).

B. Classification of Violations

Violations of this Code are grouped into four levels: Minor, Intermediate, Major I, and Major II. Each level has appropriate discipline responses, which are listed under each category. For the purpose of record retention, "Major" will be considered an offense listed under Level IV – Major Offenses. For the purpose of section 1006.13, Florida Statutes (Policy of Zero Tolerance for Crime and Victimization), the first two levels, Minor and Intermediate, shall be considered petty acts of misconduct, and offenses listed under Level IV – Major Offenses II, shall be considered to be acts that pose a serious threat to school safety. The categorization of offenses listed under Level III – Major I Offenses shall be determined by the principal based upon the severity of the offense. These responses are the only disciplinary actions that principals or their designees may use. Paddling, corporal punishment or other punitive physical contact are not permitted responses to a disciplinary offense.

C. General Expectations

1. In any situation where a violation of this Code is alleged, the principal or designee will hear the student's explanation and investigate the matter fully before determining if a violation has occurred. If a violation has occurred, the principal or designee will determine the level of that violation.

2. Each classroom teacher is expected to deal with any student's general classroom conduct. The teacher may take the following actions: in-class disciplinary action, contact the student's parent/guardian, and/or will schedule conferences with the student's parent/guardian and other staff including the Problem Solving Team. The student should be referred to the principal or designee only after the actions taken by

the teacher are ineffective or the disruption is severe. Teachers have the authority to remove students from the classroom in accordance with the Florida Statute and district procedures.

3. Students making verbal or written threats of violence toward themselves or others or who engage in behavior that is a physical threat to themselves or others receive appropriate intervention in accordance with district procedures. Disciplinary action will be taken as is appropriate according to this policy. The degree of each threat is assessed as directed by Volusia County School's Safety and Security Manual and discussed with the student's parent/guardian.

4. Failure to bring materials and equipment to class, refusal to do homework, or refusal to work in class are not grounds for discipline referral unless classroom disruption results from these acts. The teacher should notify the parent/guardian when a student exhibits poor work habits.

D. Statutory Notices

1. The illegal use, possession, or sale of controlled substances, as defined in chapter 893, by any student while the student is upon school property or in attendance at a school function is grounds for disciplinary action by the school and may also result in criminal penalties being imposed. Any student who is subject to discipline or expulsion for unlawful possession or use of any substance controlled under chapter 893 may be entitled to a waiver of the discipline or expulsion: (a) if the student divulges information leading to the arrest and conviction of the person who supplied the controlled substance to him or her, or if the student voluntarily discloses his or her unlawful possession of the controlled substance prior to his or her arrest. Any information divulged which leads to arrest and conviction is not admissible in evidence in a subsequent criminal trial against the student divulging the information; or (b) if the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

2. The use of a wireless communications device includes the possibility of the imposition of disciplinary action by the school or criminal penalties if the device is used in a criminal act. The Superintendent shall establish rules and procedures governing the use of wireless communications devices by students while on school property or in attendance at a school function. Such rules and procedures shall be designed to promote quality instruction and the effective maintenance of student discipline.

3. The possession of a firearm or weapon, as defined in Chapter 790, Florida Statutes, while the student is on school property or in attendance at a school function is grounds for disciplinary action by the school and may also result in criminal penalties being imposed. Any student who is determined to have brought a firearm or weapon, as defined in chapter 790, Florida Statutes, to school, to any school function, or onto any school-sponsored transportation, or to have possessed a firearm at school, will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred to the criminal justice or juvenile justice system. The School Board may assign the student to an alternative education program for the purpose of continuing educational services during the period of expulsion. The Superintendents may consider the 1-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative education program if the request for modification is in writing and it is determined to be in the best interest of the student and the school system.

4. Violence against any school board personnel by a student is grounds for in-school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

5. The violation of school board transportation policies, including disruptive behavior on a school bus or at a school bus stop, by a student is grounds for suspension of the student's privilege of riding on a school bus and may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed.

6. The violation of the school board's sexual harassment policy by a student is grounds for in school suspension, out-of-school suspension, expulsion, or imposition of other disciplinary action by the school and may also result in criminal penalties being imposed.

7. Any student who is determined to have made a threat or false report, as defined by sections 790.162 and 790.163, Florida Statutes, respectively, involving school or school personnel's property, school transportation, or a school-sponsored activity will be expelled, with or without continuing educational services, from the student's regular school for a period of not less than 1 full year and referred for criminal prosecution. The School Board may assign the student to an alternative education program for the purpose of continuing educational services during the period of expulsion. The Superintendent may consider the 1-year expulsion requirement on a case-by-case basis and request the School Board to modify the requirement by assigning the student to an alternative education program if it is determined to be in the best interest of the student and the school system.

8. A student may be disciplined or expelled for unlawful possession or use of any substance controlled under chapter 893 upon the third violation of this provision.

E. Discipline Offenses and Responses Pursuant to Section 1006.07(1), Florida Statutes, the following program of positive reinforcement shall be used:

1. Level I - Minor Offenses

- Bus disturbance - minor disruption on school sponsored transportation
- Class or school rule violation
- Disruption - minor disruption or disturbance of a school activity, class or campus
- Dress code violation
- False document
- Horseplay
- *Tardiness

• Any other violation which the principal may reasonably believe falls within this category which is not listed under the other three levels.

Level I - Responses

First Offense - In-school conference with student, and if warranted, contact with parent/guardian.

Subsequent Offenses - In-school conference with student, contact with parent/guardian, and one or more of the following disciplinary actions:

- Behavioral contract
- Cafeteria restriction
- Civil Citation Program
- Community service in lieu of suspension
- Detention
- Extended detention
- In-school suspension
- Loss of privileges: extracurricular events/activities
- Mediation
- Parent/guardian conference
- Parent/guardian visitation
- Problem Solving Team
- Restitution
- Saturday school
- Student services referral (i.e., school counselor, school social worker or school psychologist)
- Suspension
- Suspension from the bus
- Suspension of privileges
- Time out
- Warning
- Work detail

Dress Code Offenses – Any student who violates the provisions of the dress code policy that prohibits a student from wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment is subject to the following:

- a) For a first offense, a student shall be given a verbal warning and the parent/guardian shall be called.
- b) For the second offense, the student is ineligible to participate in any extracurricular activity for a period not to exceed five (5) days and the parent/guardian shall meet with the principal/designee.
- c) For a third or subsequent offense, a student shall receive an in-school suspension pursuant to s. 1003.01(5) for a period not to exceed three (3) days, the student is ineligible for any extracurricular activity for a period not to exceed 30 days, and the parent/guardian shall be called and sent a written letter regarding the student's in-school suspension and ineligibility to participate in extracurricular activities.

*A student may not be suspended for tardiness.

**For ESE students refer to Behavioral Alternatives document for additional responses.

2. Level II - Intermediate Offenses

- Bus disturbance - considerable disruption on school sponsored transportation
- Cheating/Academic dishonesty
- Disruption - considerable disruption or disturbance of a school activity, class or campus
- Failure to appear for Saturday school, detention or extended detention
- Gambling
- Hitting / Striking
- Introduction of a foreign substance (non-harmful) into food or drink
- Laser lights
- Matches, lighters, or other flammables
- Possession of chemical spray under .5 oz.
- Profane, obscene, or vulgar language or expression (in any language); either verbal, written, or by gesture directed at others
- Scuffling
- Telecommunications devices - the exhibition of, either by sight or sound, or use of during normal school hours or while riding school sponsored transportation unless approved by the bus operator or supervising teacher, permitted by district procedure, or permitted by district or school instructional programs.
- Tobacco products - use, possession, or distribution of
- Unauthorized absence from class/leaving class, or leaving school grounds without permission
- Any other violation, which the principal may reasonably believe, falls within this category which is not listed under the other three levels.

Level II - Responses

In-school conference with student, contact with parent/guardian, confiscation of contraband, loss of grade, zero on assignment (for cheating), and one or more of the following disciplinary actions:

- Behavioral contract
- Cafeteria restriction
- Civil Citation Program
- Community service in lieu of suspension
- Detention
- Extended detention
- In-school suspension
- Intent to harm self or others referral
- Loss of privileges: extracurricular events/activities

- Mediation
- Parent/guardian conference
- Parent/guardian visitation
- Problem Solving Team
- Restitution
- Saturday school
- Student services referral (i.e., school counselor, school social worker or school psychologist)
- Suspension
- Suspension from the bus
- Suspension of privileges
- Time out
- Warning
- Work detail

**For ESE students refer to Behavioral Alternatives document for additional responses.

The appropriate law enforcement agency must be notified if the offense involved is a criminal act under Florida law where the act posed a serious threat to school/student/employee safety. In accordance with section 1006.13, Florida Statutes (Policy of Zero Tolerance for Crime and Victimization), zero-tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors, including but not limited to minor fights or disturbances.

3. Level III - Major I Offenses

- Alcohol - use, possession or under the influence of
- Ammunition - possession, or distribution of
- Assault on a student(s)
- Battery on a student(s)
- Bullying (including cyber-bullying)
- Burglary
- Bus Disturbance – major disruption on school sponsored transportation
- Cyberstark
- Disruption – major disruption or disturbance of a school activity, class or campus
- Distribution of a non-prescription medication
- Distribution/Sale/Use of toxic plants
- Drug paraphernalia - possession, use, or distribution of
- Drugs - use, possession, or under the influence of
- Electronic tampering - unauthorized access to information systems or inappropriate use of electronic equipment to include computers, fax machines, telephone, etc., electronic device misuse
- Excessive referrals
- Extortion
- False alarm
- Fighting
- Fireworks - use, possession or distribution of
- Forgery
- Harassment
- Hazing
- Hitting/Striking an employee
- Inappropriate touching
- Indecent exposure
- Insubordination or defiance of authority
- Introduction of a foreign substance (toxic or harmful) into food or drink
- Knowingly filing or participating in filing a false report
- Look Alike Guns - use or possession
- Malicious threats of violence
- Paintball and air soft guns – use and/or possession of
- Pornographic materials and communications including Internet material -

possession, distribution, or display

- Possession of a chemical spray between .5 and 2 oz.
- Possession of a common pocket knife
- Principal to a Level III Criminal Act
- Racial, ethnic, or religious harassment or harassment based upon a disability
- Secret society - organization, establishment, promotion, membership, participation in any secret society related activity or displaying or wearing any secret society organization or gang logo in any way disruptive of the educational program.
- Sexual harassment
- Synthetic/Counterfeit Drugs – use, possession or under the influence of
- Theft
- Trespassing
- Vandalism under \$1,000
- Walkie-talkies, possession/use
- Any other violation which the principal may reasonably believe falls within this category which is not listed under the other three levels.

Level III - Responses

Parents/Guardians may request a conference with the principal and one or more of the following disciplinary actions:

- Assignment to an alternative education program
- Civil Citation Program
- Community service in lieu of suspension (Not appropriate for all Level III Offenses - consult with the District Office)
- Expulsion recommendation from school or bus
- In-school suspension
- Intent to harm self or others referral
- Problem Solving Team
- Restitution
- Saturday school
- Student services referral (i.e., school counselor, school social worker or school psychologist)
- Suspension from school or bus (suspension must be considered for the possession of a common pocket knife)

**For ESE students refer to Behavioral Alternatives document for additional responses.

The appropriate law enforcement agency must be notified if the offense involved is a criminal act under Florida law where the act posed a serious threat to school/student/employee safety. In accordance with section 1006.13, Florida Statute (policy of Zero Tolerance for Crime and Victimization), zero-tolerance policies are not intended to be rigorously applied to petty acts of misconduct and misdemeanors, including but not limited to minor fights or disturbances.

4. Level IV - Major II Offenses

- Alcohol - distribution or sale, or attempted sale (including substances represented as alcohol)
- Arson
- Assault on a school board employee
- Battery on a school board employee
- Bomb threat
- Disorderly conduct
- Drug distribution, attempted distribution, sale, or attempted sale
- Explosives
- Firearm distribution, sale, use, or willful possession
- Homicide
- Kidnapping

- Principal to a Level IV Criminal Act
- Riot
- Robbery
- Sexual battery
- Synthetic/Counterfeit drug distribution, attempted distribution, sale, or attempted sale
- Vandalism over \$1,000
- Vehicle theft
- Weapon use, threat, or possession
- Any other violation which the principal may reasonably believe falls within this category which is not listed under the other three levels

Level IV - Responses

Parents/Guardians may request a conference with the principal and one or more of the following disciplinary actions:

Expulsion must be recommended to the District Student Placement Committee for all Level IV offenses. Unless otherwise recommended by the superintendent, expulsions for firearms shall be for no less than one calendar year.

- Intent to harm self or others referral
- Restitution
- Student Services Referral (i.e., school counselor, school social worker or school psychologist)
- Administrative assignment to an alternative education program
- Expulsion (pending expulsion, students will be suspended and will lose all privileges pertaining to extracurricular events and activities).

The appropriate law enforcement agency must be notified if the offense involved is a criminal act under Florida Law.

Code of Student Conduct and Discipline Procedures

A. State and federal law recognizes that teachers and school administrators have a need to stand in the place of parents over children entrusted to them at school. This is a concept called *in loco parentis*. While this power is not equal to a parent's power over a child, it permits school personnel to exercise a degree of supervision and control over students that could not be exercised over free adults. Consistent with this concept, school personnel can search without a warrant based on reasonable suspicion and are not held to the higher standard of "probable cause" by which law enforcement is bound. Also consistent with this concept, school personnel can question a student without providing him or her with Miranda warnings or allowing the student to call a parent or attorney.

B. Suspension Procedure*

1. The principal or the principal's designee may suspend a student only in accordance with the code of student conduct and discipline. The principal or the principal's designee shall make a good faith effort to immediately inform a student's parent by telephone of a student's suspension and the reasons for the suspension. Each suspension and the reasons for the suspension shall be reported in writing within 24 hours to the student's parent by United States mail. Each suspension and the reasons for the suspension shall also be reported in writing within 24 hours to the Superintendent. A good faith effort shall be made by the principal or the principal's designee to employ parental assistance or other alternative measures prior to suspension, except in the case of emergency or disruptive conditions which require immediate suspension or in the case of a serious breach of conduct as defined in this policy. Such rules shall require oral and written notice to the student of the charges and an explanation of the evidence against him or her prior to the suspension. Each student shall be given an opportunity to present his or her side of the story. All disciplinary meetings between the principal, the student and the parent or

guardian shall be informal and not in the nature of an evidentiary hearing. Therefore, requiring testimony, cross-examination, or similar legal proceedings are not permitted. No student shall be suspended for unexcused tardiness, lateness, absence, or truancy. The principal or the principal's designee may suspend any student transported to or from school at public expense from the privilege of riding on a school bus for violation of district school board transportation policies, which shall include a policy regarding behavior at school bus stops, and the principal or the principal's designee shall give notice in writing to the student's parent and to the district school superintendent within 24 hours. School personnel shall not be held legally responsible for suspensions of student made in good faith.

2. When a student is suspended for possession, distribution, attempted distribution, sale, or attempted sale of a controlled substance, or willful possession of a firearm or a weapon, or has committed any other offense which is a crime under Florida law, parents/guardians, law enforcement officials, and the superintendent shall be notified by the principal or designee as soon as possible.

3. A principal may suspend a student from school or from riding the school bus for up to ten consecutive school days.

4. The exclusion of a student with disabilities and/or a handicapping condition for more than ten (10) consecutive school days constitutes a "significant change in placement" under 34 C.F.R. Section 104.35. The determination of whether the series of suspensions creates a pattern of exclusions that constitutes a significant change in placement must be made on a case by case basis. In no case, however, may a series of short-term exclusions be used as a means to avoid the Supreme Court's prohibition of suspensions of more than ten (10) days.

5. The superintendent shall have the authority to extend the suspension of a student beyond ten (10) days where such suspension period expires before the next meeting of the School Board, where the School Board will be considering a recommendation from the Superintendent to expel the student. The Superintendent may further recommend an extension of a suspension to the School Board for the purpose of providing proper notice of a recommendation for expulsion, or for further study and review of the student and matter at issue. During such extended suspension, the student shall be provided educational services.

6. Suspension proceedings may be initiated against any enrolled student who is formally charged with a felony, or with a delinquent act which would be a felony if committed by an adult, by a proper prosecuting attorney for an incident which allegedly occurred on property other than public school property, if that incident is shown, in an administrative hearing with notice provided to the parents of the student by the principal of the school pursuant to rules adopted by the State Board of Education and to rules developed pursuant to section 1001.54, Florida Statutes, to have an adverse impact on the educational program, discipline, or welfare in the school in which the student is enrolled. Any student who is suspended as the result of such proceedings may be suspended from all classes of instruction on public school grounds during regular classroom hours for a period of time, which may exceed ten (10) days, as determined by the Superintendent. The suspension shall not affect the delivery of educational services to the student, and the student shall be immediately enrolled in an alternative education program. If the court determines that the student did commit the felony or delinquent act which would have been a felony if committed by an adult, the School Board may expel the student, provided that expulsion under this subsection shall not affect the delivery of educational services to the student in any residential, nonresidential, alternative, daytime, or evening program outside of the regular school setting.

NOTE: Procedures for suspension of students enrolled in exceptional student education programs may be found in Policy 303, Special Programs and Procedures for Exceptional Students.

****As a school of choice, Ivy Hawn is required to report student suspensions to its Governing Board, with the exception of Section III, B2, B6, C1, C2, and C3.***

Ivy Hawn Dress Code Policy

Ivy Hawn has adopted a strict uniform dress code policy for **all** students K-8. A higher standard of dress encourages greater respect for individuals, students, and others, and results in a higher standard of behavior. School-wide standards on student attire are intended to help students concentrate on schoolwork, reduce disciplinary issues, and improve school order. Uniforms show school pride and create an environment that focuses on academic rigor. As a result, all students at Ivy Hawn are expected to wear school uniforms and follow the dress code. As a friendly reminder, students may wear any of the styles of uniform shirts as long as they are purchased through the school and are the school-issued uniforms with the embroidered school crest.

1. Khaki bottoms of choice are required and may be purchased at any local retailer. The khaki bottoms can be pants, capris, shorts, or skirts. Shorts and skirts must be longer than students' mid-thigh.
2. Closed-toe shoes are required; **no sandals, open-toed / open-backed shoes, or flip-flops are permitted.**
3. Zippered hoodies or cardigan sweaters/jackets may be worn but are not mandatory. Zippered hoodies can be patterned (stripes, stars, polka-dots, etc.) or one solid color with no logo.
4. Pullover hoodies must have the Ivy Hawn crest or be from an approved elective. Ivy Hawn sells zippered hoodies and pullover hoodies all with the school crest.
5. Students must wear an Ivy Hawn uniform shirt underneath an Ivy Hawn zippered hoodie or pull-over hoodie.

Ivy Hawn Non-Uniform Days

Non-uniform days are any days where students are exempt from wearing their school uniform. These days do not exempt students from general dress code policy requirements (See Policy 217, Section 2, A-C). These non-uniform days will be used as school-wide fundraisers, charitable programs, or to support/promote approved student activities and programs.

School-Wide Non-Uniform Days: Students will pay \$1.00 to participate:

These non-uniform days mentioned above do not include non-uniform days where students participate in classroom/performance activities that are aligned to Florida State Standards. **There will be on average, one non-uniform day per quarter.** These days are announced to students and families will receive a flyer, reminder from teacher, or Connect-Ed message.

Ivy Hawn's Governing Board policy aligns with Volusia County's School Board Student Appearance, Dress, and Uniform Code, Number 217.

I. GENERAL STATEMENT

Responsibility for the dress and appearance of students enrolled in the School District of Volusia County primarily rests with parents and the students. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of students.

The standards of appearance for students shall ensure that the students are clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment.

It is the responsibility of the principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or be hazardous to the student and/or others, or school property, whether or not the specific case is covered by the information below. The principal or principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code. If a student enters the district after the start of the school year, the student will have a grace period of five (5) school days before being required to fully comply with this dress code.

The Board finds that school uniforms promote the safety and welfare of students and employees. The Board further finds that uniforms promote an environment that enhances learning and safety; encourages the expression of student individuality through personality and achievements rather than outward or material appearance; and creates a sense of school pride and community.

II. GENERAL DRESS CODE REQUIREMENTS. The following dress code applies to students who are exempt from the school uniform requirement set forth in this policy and to all students while attending school-sponsored activities after the regular school day.

A. Unacceptable attire. A student may not wear clothing (including bandanas), jewelry (including body piercing jewelry), buttons, haircuts, tattoos, or other attire or marking which are offensive, suggestive, disruptive or indecent, such as:

1. Clothing associated with gangs.
2. Clothing encouraging or promoting the use of tobacco, drugs, alcohol or violence.
3. Clothing associated with the discrimination on the basis of age, color, handicap, national origin, marital status, race, religion or sex.
4. clothing exposing the torso or upper thighs, such as see-through garments, mini-skirts or mini-dresses, halters, backless shirts or dresses, tube tops or tank tops without over-blouses or shirts, spaghetti strap garments without over-blouses, bare midriff outfits, or shirts or blouses tied at the midriff.
5. Clothing not properly fastened or with tears.
6. Clothing or outer garments traditionally designed as undergarments, such as boxer shorts, underwear, tights, hosiery and sleepwear.
7. Clothing or footwear that is construed by the principal, or designee, as hazardous or dangerous to the health or safety of the student or others or which might reasonably lead the principal or designee to forecast substantial disruption of, or material interference with school activities.

B. General Dress Code Policy Requirements

1. Appropriate sizes - Garments must be of a length and fit that are suitable to the build and stature of the student.
2. Upper garments – Upper garments must be long enough to clearly overlap the beltline or stay tucked in during the course of normal movement during the day.
3. Lower garments – Lower garments with visible belt loops shall be worn with a belt that is properly fastened. Exceptions will be allowed for students in grades K – 5 and in individual cases based upon the discretion of the principal or designee. The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist. Undergarments and the buttocks must remain entirely covered even while seated. Jumpers, skirts and shorts must be at least mid-thigh or below in length.
4. Head - No hats, caps, visors, hoods, bandanas, sunglasses or other head gear may be worn inside an enclosed school building except with administrative permission (i.e. medical necessity, religious, school related events)
5. Shoes/Footwear - All students shall wear shoes/footwear. Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all physical education classes.
6. Outerwear – Coats, jackets, sweaters and other appropriate outer garments when necessary due to weather conditions. When outer garments with hood are worn, the hoods must be removed from the head while in school buildings. The outer garments must be of the appropriate size and shall not be overly baggy or violate any provisions of the dress code.

C. Violation of dress code requirements.

Violation of paragraph II shall be deemed a Level I dress code violation as provided in policy 208.

Technology / Cell Phone Use

Ivy Hawn Charter School of the Arts is pleased to be able to provide students with technology devices across all classrooms to enhance, enrich, and facilitate learning and communication. The use of any technological device is a privilege extended to students for use inside of the school facility. Each device is provided for use as a productivity tool for school-related purposes. All devices, related equipment and accessories are the property of Ivy Hawn and are provided to the students for a period of time as deemed appropriate by the teacher. With privilege comes responsibility, and as a condition of use, students and their parent/guardian will have to comply with and agree to all of the following terms. Cell phones or any device brought in from home cannot be used in class, during school hours.

Expectations

- Students must abide by all school rules as outlined by the Volusia County Student Code of Conduct and Discipline Handbook.
- Students will be assigned use of ONE device in each class. They are responsible for the material on and care of this device during their class period.
- Students will not do anything to the device that will permanently alter it in any way
- Absolutely NO APPLICATIONS (games or otherwise) will be downloaded or added to the device without the approval of the teacher.
- The use of the camera or photo app is prohibited, unless otherwise specified by the teacher.
- Students will not remove any serial numbers or identification placed on the device.
- Students and parents agree to be responsible for proper care of the device. Any damage or loss will result in financial liability.
- Students will not store private, non-educational music or pictures on any device.
- Absolutely no social media will be used on any device without the express permission of the teacher.
- Use of messaging software or services is prohibited
- The HOME and LOCK screens are not to be changed. Do no rearrange or re-organize apps or icons.
- Students will not make copies of software that is licensed to the school.
- Students will not take any device out of the classroom unless permitted by the teacher.
- When finished, students will carefully place their assigned device in the designated location.
- Cell phone use in class is prohibited. If a student is caught with a cell phone out without permission:
 - 1st Offense- Student will be asked to put phone away
 - 2nd Offense- Refusal to put phone away will result in a referral, phone will be placed in a secure locker for student to pick up at the end of the day, parent contact will be made.
 - 3rd Offense- Student will be referred to the principal's office where a parent/guardian will be contacted and the cellphone will be picked up at the end of the day.

Use of Classroom Technology

All students must agree and adhere to the following rules when using classroom technology:

- I will keep my account log-in information private and will not share it with others. I will also inform another student immediately if I find that their information has become public. I will remember to log-out of my account any time that I leave a device.
- I will report immediately to a teacher if I find an open account or inappropriate information displayed or available in any way on a device.
- I will not seek images, pictures, words, sounds, web pages or documents that display anything related to violence, weapons, or anything else that could be considered inappropriate.
- I will actively seek to protect the privacy and dignity of others by reporting hacking attempts, embarrassing posts of information or media, threats, intimidation, or behaviors that are considered counter to the school rules and policies of behavior.
- I understand that all digital products produced on school property, equipment, time, and related functions belong to the school and are not to be used by me in any private venue.

- I will publish material on school websites, wiki, blogs, podcasts and discussion groups **ONLY** with permission from a teacher and I will not use last names of individuals at any time.
- I will protect the integrity of the school's computer systems by obeying copyright laws, refusing to plagiarize or impersonate, and by avoiding access to any security settings.
- I will obey all additional contracts regarding use of school or personal portable devices and accept responsibility for any damage that I cause to school property.

Ivy Hawn's Governing Board policy aligns with Volusia County School's Electronic Information Services Acceptable Use Agreement for Students Policy 518

STUDENT USE

A. General Notice

The use of EIS can put new and exciting resources at the fingertips of both students and teachers. Due to the fundamental lack of restrictions on the Internet, parents, teachers and students should be aware that there is a possibility of accessing information that has not been screened by educators and that may not be consistent with other district policies. Individual users will be held responsible for their use of EIS. All students and their parents/guardians shall be required to sign and return an acceptable use agreement provided by the school prior to using EIS.

B. Specific Provisions on Use of Equipment and Services

All students must agree to adhere to the following requirements:

1. All student use of EIS shall be in accordance with school board policy, the code of conduct, other rules that the individual school may have that supplement school board policy, and the instructions given to the student(s) by staff.
2. The student is responsible for good behavior on the school computer system, just as he/she is while at school or any school district activity. School board policy and school rules for behavior and communications apply.
3. The student shall use EIS for educational purposes only.
4. The student will not access or attempt to access information that is not authorized for the student's access or account.
5. Students are not permitted to use EIS for commercial purposes or product advertising, unless specifically allowed by the teacher as part of the class.
6. Students are not permitted to use EIS for political lobbying or campaigning. This prohibition does not restrict communications with public officials as part of a class activity approved by the teacher.
7. Students are not permitted to access, transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, offensive, or illegal material, any material related to gambling, weapons or terrorist activities, or any materials involving hate speech, or to make any attempt to do so.
8. Students will not use EIS to invade the privacy of and shall not trespass into another student's or employee's folders, work, or files without proper authorization.
9. The student shall abide by all copyright laws and regulations.
10. The student shall not harm, modify, or destroy software or equipment, or interfere with system security or make any attempt to do so.
11. The student shall not introduce unauthorized software into the system.
12. The student shall not use EIS in any way that would disrupt the use of EIS by others.
13. The student shall not allow another individual to access EIS by using the student's account or password, unless the student has authorization to allow such use by others. Students are ultimately responsible for all activity under their accounts.

C. Supervision

Employees responsible for supervising student use of EIS will provide reasonable guidance and instruction to students on such use. No student shall be permitted to engage in interactive communication

using EIS without the expressed permission of the supervising staff member. Interactive communication on the Internet by students shall be closely supervised.

D. Sanctions for Misuse

Any violation of this policy by a student may result in loss or limitation of use of EIS, shall be grounds for discipline under the code of student conduct and/or referral to law enforcement where appropriate under the law, and may result in the student being financially liable for the cost of improper use.

Star Extended-Day School Program

The Star Extended-Day School Program (SEDSP) is a safe, fun, stimulating, and nurturing environment for the care of Ivy Hawn Charter School of the Arts students. It is a self-supporting program and participation should be considered a privilege. Parents have the responsibility to keep the school advised of any changes in information submitted on the registration form.

- **Before Care:** 6:30 -7:15 AM (please see the cafeteria for breakfast pricing if needed)
- **Aftercare:** end of school day 3:00 – 5:45 PM (snack, homework help, outdoor activities, computer lab and opportunities for enrichment in the arts are included)

Weekly Fees - ALL FEES ARE TO BE PAID VIA CASH OR CHECK ONLY

- SEDSP is a **PRE-PAY** program and therefore all payments must be made in advance no later than Friday by 5:45 PM prior to the start of the attendance period.
- Payments may be made by check (payable to Ivy Hawn) or cash. If a check is returned, all future payments must be made in cash only.
- The weekly fee for the Star Extended-Day School Program is as follows:

Program Type	Cost Per Student
Before Care ONLY	\$6/day \$25/week
Aftercare ONLY	\$12/day \$50/week
Before and Aftercare	\$70/week

PLEASE NOTE:

- ✓ **Aftercare** offers a sibling discount! The first child per family will be charged \$50.00 per week. Each child after that will be charged \$40.00 per week.
- ✓ The full fee will be charged regardless of how long the student stays each day and/or the number of days in attendance.
- ✓ A registration fee of \$50.00 will be charged per child. This means your first payment will include both the registration fee and the first week of tuition.
- If a student's account becomes past due more than 7 days, the parent / guardian must make other arrangements for before/after school care. You do not receive a weekly bill reminder. Please make the scheduled payments each week on or before Friday at 5:45 PM.
- Payments are to be given to and received by the SEDSP Facilitator, or Designee, during program hours only.
- SEDSP follows the Volusia County School Calendar (no school = no SEDSP).

Drop Off and Pick Up Procedures Through School Pass App

Drop off for the before care program and pick up from aftercare will take place at the cafeteria entrance on the rear-side of the school. Please ring the buzzer.

*Note: the last drop-off for before care is 7:10 AM due to bus arrival. Drop offs after that time will go through the main car line at the front of the school as buses will begin arriving at the rear-drop off point at that time.

Late Payments Fee

A late payment fee of \$5.00 per child is charged when tuition is not paid on or before Friday of the week prior to the service period. The late payment fee must be paid within 2 days of receiving written notification. Outstanding balances must be paid in full prior to the next service period due-date. Nonpayment will result in the removal of the child from the program.

Late Pick Up Fees

A late pick up fee of \$5.00 per child for the first 15 minutes after 5:45PM will be charged to individuals who are late picking up their child(ren). For every additional 15-minute increment, an additional \$10 late pick up fee per child will be assessed. Payments must be made before the student re-enters the program. More than three late pick-ups per month may result in the child(ren) being dismissed from the program. The Star Extended-Day School Program will make every effort to contact the parent/guardian or other authorized individual if a child is not picked up by closing time. If the parent/guardian is more than 30 minutes late without having contacted the SEDSP Facilitator, then the school Principal will be notified and law enforcement officers may be called.

Behavior Expectations and Dismissal Procedures

The same behavior expectations apply in SEDSP as during the regular school day. All policies in the student handbook apply to SEDSP. Inappropriate behavior may result in a student's suspension or withdrawal from the program.

- If an emergency occurs that threatens the welfare of a student, a school official will contact the Lake Helen Police Department to ensure the safety and security of all students in SEDSP. Late pick-ups from SEDSP may be considered an emergency.
- If school closes for inclement weather or any reason, SEDSP will also be closed.
- For the protection of your student, only people designated on the registration form will be allowed to pick up a student. **Identification will be required.**

Students may be suspended or withdrawn from SEDSP for the following reasons.

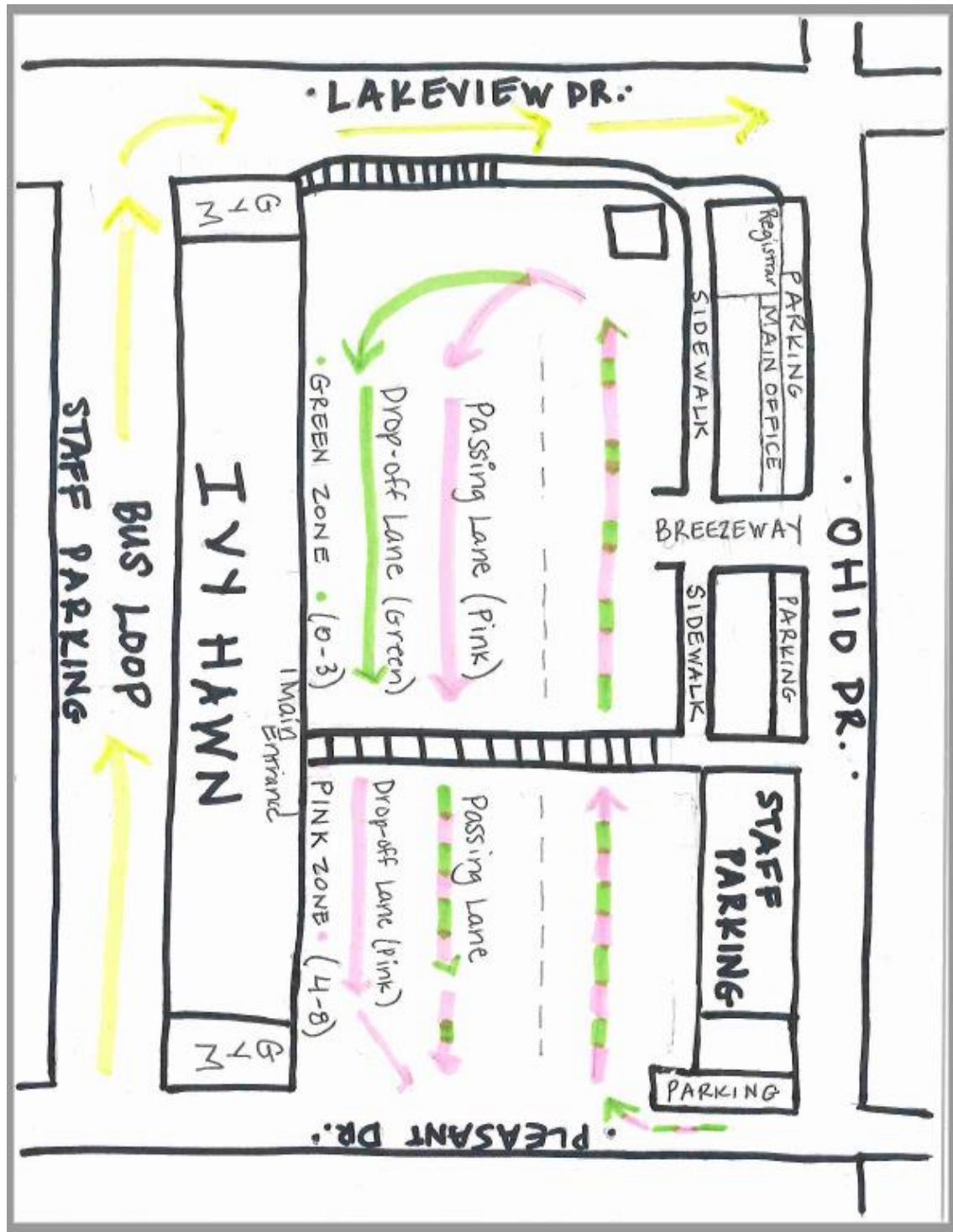
- Three late pick ups
- Nonpayment or late payment of tuition and fees
- Disciplines problems (Three Strikes You Are Out)
- Principal Discretion

Traffic Pattern and Parking Procedures

- All traffic must enter from Pleasant Street ONLY. Entrances and exits on Lakeview Drive are NOT permitted for Ivy Hawn parents.
- **Due to congested traffic and a safety issue, left turns out of Ivy Hawn onto Pleasant Drive from both the front and back lots are not permitted from 7:20AM- 8:15AM and 3:00PM – 3:30PM. All turns will now be right turn only. Please remember that the back-parking lot is for staff and buses only.**
- Parents are highly encouraged to use the drop-off / pick-up loop.
- Students are only permitted to exit vehicles when directly in front of the building beginning at the Ivy Hawn sign and extending to the last cone. Students may not exit vehicles on the far side of the parent loop.
- Students must only exit their car on the right-hand side, towards the school.
- Please put the pink or green parent pick up sign in clear sight on your dashboard or front window. This will speed up having your child ready for pick up.
- If you find it necessary to park and escort your child to the main office front door, please follow these parking guidelines:
 - Do not park in front of our building, in front or across from Creative Arts Early Learning Academy, Volusia Academy of Gymnastics, Power Volleyball, and Dance or along the side of the building.
 - Do not park on the upper parking pad. This is for staff only.
 - Acceptable parking is in in front of our main building on Ohio Ave. Please use either the crosswalk on Lakeview or main crosswalk to enter the campus.
 - Do not walk down through the grass.
 - Please only walk your child to the main entrance for the first week. Ivy Hawn faculty will supervise them from that point forward. Due to the Covid 19 restraints parents will not be allowed in the main school buildings.
 - All buses enter from Pleasant Street at the back of the building and exit out Lakeview Drive. The back-parking lot is for Faculty & Staff only.

Adherence to these guidelines is critical to a smooth, seamless and safe arrival and dismissal process.

The safety of your children is our first priority. Please follow the procedures very carefully in order to keep *all* of our children safe.



Bus Transportation

Ivy Hawn Bus Policy

Eligibility: Students who live within **2 -5 miles from Ivy Hawn** are eligible to ride the bus. You will be required to bring your child to the closest stop designated by the transportation department. You will be notified which bus stop you will be eligible for. Please arrive at the bus stop 10 minutes prior to the scheduled bus pick-up and drop-off time.

*Due to the Coronavirus, capacity for the buses are now 56 students rather than 72. Masks are expected to be worn on the bus and students will be social distanced.

Ivy Hawn's Governing Board policy aligns with the Volusia County Schools transportation guidelines, Section 1006 of the Florida Statute. This includes the Code of Conduct and Discipline Policy 208.

Volusia County Schools provides transportation according to Section 1006 of the Florida Statutes. We also provide transportation services for many students with special needs. To obtain specialized transportation; the student must have an Individual Education Plan stating transportation is a related service. The request for transportation must be submitted by the assigned school to GIS/Routing Department.

Special equipment is provided for special needs students such as unique seating device, harness, baby seat, and infant seat and/or wheelchair accessible buses.

Parent/Guardian Responsibilities: 6A3.0121

(c) The district shall inform parents, guardians, and students at least annually in writing of their responsibilities and related district policies as follows:

1. To ensure the safe travel of their students during the portions of each trip to and from school and home when the students are not under the custody and control of the school district, including during each trip to and from home and the assigned bus stop when the school district provides bus transportation.
2. To ensure that students ride only in their assigned school buses and get off only at assigned bus stops, except when the district has approved alternative buses or arrangements.
3. To ensure students are aware of and follow the district's adopted code of student conduct while the students are at school bus stops and to provide necessary supervision during times when the bus is not present.
4. To ensure that, when the physical disability of the student renders the student unable to get on and off the bus without assistance, the parent or guardian provides the necessary assistance to help the student get on and off at the bus stop, as required by district policy or the student's individual educational plan.

FIELD TRIPS: School buses are used to provide transportation for students to attend field trips in relation to their academics.

School Bus Rules

1. Students must obey the driver and/or attendant for student safety.
2. Why be in a rush? Get to the bus stop ten minutes prior to the scheduled time for pick-up. Running to the bus can be dangerous!
3. Students must stand off roadway while waiting for the bus. Respect other people's property as you wait. Don't walk in the roadway, push or shove anyone or stand in front of the bus as a joke. When you see the bus coming, stand at the stop and wait for the bus to come to a complete stop. Remember, it only takes one bad move for someone to get hurt.

4. Students must get on and off at their assigned bus stop unless a Transportation Boarding Pass is provided by the school and signed by the principal.
5. Students shall remain seated in assigned seats and quiet talk will normally be permitted on school buses. Students must be absolutely quiet when approaching a railroad track.
6. Students shall not eat food, drink beverages, use or possess drugs or tobacco products on the bus. School sale items may be transported when carried in sealed containers.
7. Students shall not possess items which would threaten the safety of students or personnel.
8. Students must not use abusive signs, language or gestures.
9. Students shall not fight, push or create any type of disturbance.
10. Students shall not bring live reptiles, insects, animals or marine life on the bus. Any items which are detrimental to the students' safety such as glass containers, sharp objects, balls, bats, and skateboards are prohibited.
11. Student must carry musical instruments on their laps or between their knees, and instruments shall not extend into the walkway or another student's seating area. Batons and drumsticks will be permitted on a school bus if they are in a proper case.
12. Both the parent/guardian and the student will be held responsible for all vandalism to the school bus inflicted by the student, restitution for damages will be required and legal action may be initiated.
13. Students shall not throw any items out the window or doors of a school bus. This offense is a felony under state law.
14. If it is necessary to cross the road before loading or after leaving the bus, the students are required to cross 10 feet in FRONT of the bus, after receiving a clear signal from the driver that all approaching traffic has stopped.
15. Students transported by school bus are subject to the Code of Student Conduct, School Board Policy 208, as well as these Standards of Conduct.

***Florida Statutes and the State Board of Education and Administrative Rules clearly assign the responsibility for all disciplinary cases involving transportation of students to the principal, under the direction of the Governing Board.*

Volunteering

At this time, volunteering in classrooms will be temporarily suspended for health concerns due to the current COVID-19 situation.

Volunteers are a crucial part of the success of Ivy Hawn. As a Volusia County public school, Ivy Hawn participates in the Volunteers in Public Schools (VIPS) program. In order to volunteer at Ivy Hawn, a completed and approved Volunteer Application must be on file.

For each family, we request 30 volunteer hours a year. You can also pay for the hours at \$10 per hour if you cannot volunteer.

There is now a new system in place to be an approved Volunteer at Ivy Hawn and in all Volusia County schools. Please visit the following URL to access the online system:
<https://apps.raptorware.com/vsoft/kiosk/volunteerregistration?clientId=c556628d-1b14-4ef1-99a0-6fc318d172b1>

An online application must be completed in addition to bringing your Driver's License into the school for scanning. You will be notified once the application is approved.

You may also access the online Raptor site by going to www.myvolusiaschools.org then click on Community; click on Volunteer/Partnership; click on Application to volunteer. Or go to www.ivyhawnschool.org, click on the Parent's Link; click on Volunteers and then click the picture to bring up the application.

Please be aware the approval process does take time as a full background check is performed to maximize our students' safety. You must have an approved application on file to volunteer in classrooms, on field trips and any other school related activity. Approval does not expire.

Thank you for your interest in volunteering at Ivy Hawn!

Field Trips

At Ivy Hawn, we welcome chaperones! We strive for appropriate academic and behavioral excellence. Therefore, it is important to understand that excessive referrals (number or nature of referrals), poor academic performance and/or attendance issues may affect a student's opportunity to attend the field trip experience.

If a student becomes ineligible to attend, the school may not be able to refund monies due to some vendor contract agreements. All cancelations will be reviewed, and money will be refunded if possible.

When chaperoning, please arrive to school and check in with either Elementary or Middle school reception to meet a teacher from the grade level to check in and get their name tag.

If you are checking out your student from an event / program after school hours, teachers will have a sign-out sheet available.

Chaperone Information and Requirements:

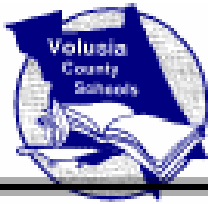
- 1:5 Ratio of chaperone to student minimum with no more than a 1:10 ratio of chaperone to student.
- Legal guardian(s) of the student attending are a first priority for chaperone selection. If needed, other family members, that are legal guardians, may be selected to attend the trip as a chaperone (will be determined by a lottery drawing).
- All Chaperones have signed the *Field Trip Chaperone Guidelines Form*. (pg. 45 or Teacher Toolkit)
- All Chaperones will be picked by a lottery system.
- If using buses for travel, all students and chaperones must ride the bus.
- If personal vehicles (only) are being used for travel, all chaperones and students must complete the following paperwork: *Permission Slip, School Related Liability, and Private Vehicle Information*.

Attendance:

- Student must be in school all day for evening field trips (i.e. Gradventure)
- Students must be in school for at least half a day (4 periods) in order to attend practices, performances and dances.
- Excessive absences may hinder ability to attend.

Student Expectations and Rules:

- Attending students must maintain passing grades in all subject areas/classes (minimum academic grade of a D (FL Statute 1003.437)).
- Attending students must maintain appropriate behavior in all subject areas/classes. This includes frequency/nature of referrals determined by administration.
- Students must follow all expectations/rules of Ivy Hawn Charter School of the Arts on all in school and out of school Field Trips.
- Checkpoints for eligibility based on academic/behavior expectations will occur at midterm and end of grading period. Other circumstances that occur (such as suspensions or excessive absences) will be determined case by case through administration for approval.



"Through the individual commitment of all, our students will graduate with the knowledge, skills, and values necessary to be successful contributors to our democratic society."

FIELD TRIP CHAPERONE GUIDELINES

All chaperones must have a completed volunteer form on file and must be on the cleared county volunteer list.

Your willingness to participate as a chaperone for your child's educational activities is a wonderful opportunity and we know you will understand the importance of following these guidelines.

- An approved Volusia County Schools Volunteer Application must be on file with the volunteer coordinator before a chaperone attends a field trip.
- There will be a minimum of one (1) chaperone to ten (10) students.
- Chaperones will be designated by the teacher and should be 21 or over and on the volunteer list.
- Chaperones will be responsible for a group of students assigned by the teacher.
- Chaperones will be responsible for contacting the teacher twice during a full day field trip or once during a half-day field trip.
- Chaperones will keep the safety of the students in mind at all times.
- Chaperones will ride the school bus or the transportation provided by the school (any exceptions must be approved by the principal well in advance of the field trip).
- Chaperones will be responsible for following the field trip procedures as outlined by the teacher.
- Chaperones will refrain from smoking in the presence of students.
- Additional children/siblings cannot accompany chaperones on the field trip.
- Family members not designated as chaperones by the teacher are not allowed on school provided transportation.
- Family members not designated as chaperones by the teacher may not participate in the field trip.

I have read and will abide by the chaperone guidelines.

CHAPERONE'S SIGNATURE

DATE