

IVY HAWN



CHARTER SCHOOL OF THE ARTS

Parent Student Handbook

2024-2025

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Letter from the Principal

Dear Ivy Hawn Families,

On behalf of the faculty and staff at Ivy Hawn, I am happy to welcome you to the new school year! We are looking forward to partnering with you to ensure students at Ivy Hawn can achieve their highest potential. We know a strong partnership with you will have the greatest impact on your student's education. As partners, we share the responsibility for our students' 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, ready for the day's learning experiences.
2. Completes all homework assignments.
3. Reads daily to develop a love for reading and to improve literacy skills.
4. Shares school experiences with parent/guardian(s)
5. Informs parent/guardian(s) if additional support is needed in any area or subject.
6. Knows what is expected of them to succeed in school.

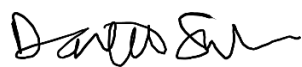
Please consider joining our parent organization (PAC) as our students and school can greatly benefit from your involvement and contributions to the school's program and its operations. We also seek volunteers throughout the year to help in the following activities:

1. Student recognition events
2. School-wide events
3. Lunch support
4. Outreach and recruitment of parent and community partnerships

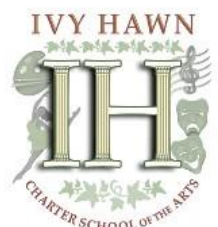
Please take a moment to sit down and review this important information with your student so they understand what is expected of them as a student at Ivy Hawn. If you have any questions about the rules and expectations, please feel free to contact the school or discuss them with your student's teacher. It is very important that you and your student are fully informed regarding standards related to appropriate behavior for a safe and productive school year. The Parent/Student Handbook will 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,



Danielle Suhr
Principal



General Information

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 every day.

I will treat others with kindness and respect.

I will take responsibility for my words, choices, and actions.

-Adopted, 2011; Revised, 2016

Administration

Mrs. Daniel Suhr, Principal

suhrd@ivyhawnschool.org

Ms. Alicia Pryce, Elementary Assistant Principal

prycea@ivyhawnschool.org

Safety and Security, K-3 Behavior, ESOL, After Care Administrator, and Curriculum

Mr. Scott Beck, Middle School Assistant Principal

becks@ivyhawnschool.org

Middle School Scheduling, Academic and Behavior Supports, ESE/504, Staff Evaluations, Attendance, Student Success Center and 8th Grade Transition

Mrs. Heather de Rose, Dean of Instruction

deroseh@ivyhawnschool.org

Assessment and Accountability, FOCUS Gradebook Manager, Professional Development, MTSS Academics

Dr. Adrain Artary, Dean of Students

artarya@ivyhawnschool.org

Contact for Student Conduct, MTSS Behavior, PBiS, Supervision

Mrs. Heather Tabaka, ESE Coordinator

tabakah@ivyhawnschool.org

Contact for IEPs and any questions regarding ESE Services

Ivy Hawn History

Ivy Hawn Charter School of the Arts has been designated as a high-performing charter school by the State of Florida with an enrollment of 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 providing a high-quality academic program infused with a concentration on digital, visual, and performing arts. Ivy Hawn has received a grade of “A” every academic school year except for the first year and growth year. Ivy Hawn will continue to be a high-performing charter for the 2024-2025 school year.

Address:

565 S. Lakeview Dr. #110
Lake Helen, FL 32744

School Hours:

7:50 A.M. – 3:00 P.M.

The main office is now located in the main school building by the flagpole. Visitors enter the parking lot on the East side (Pleasant) and park just outside the gate. There, you will ring the doorbell outside of the pedestrian gate to speak with one of our receptionists.

In order to provide the best possible service to parents and students, please refrain from ordering delivery for students' lunch. We cannot guarantee accurate delivery times and cannot guarantee delivery to your student in such a short time. If you would like to eat with your student, please come to the main office and check in. You will be able to sit with your student on the picnic benches but cannot check out other students.

Drop Off/Pick Up 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 should plan for our Extended Day Program. **Students may not leave the school property once they arrive. All classes begin promptly at 7:50 AM.** If students are dropped off before 7:30 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 extenuating circumstances.

Student dismissal begins promptly at 3:00 PM. Students not picked up by 3:20 PM will be escorted to After Care and parents will be contacted. The price for After-Care is \$15 a day. There will be no charge for the first occurrence due to an extenuating circumstance.

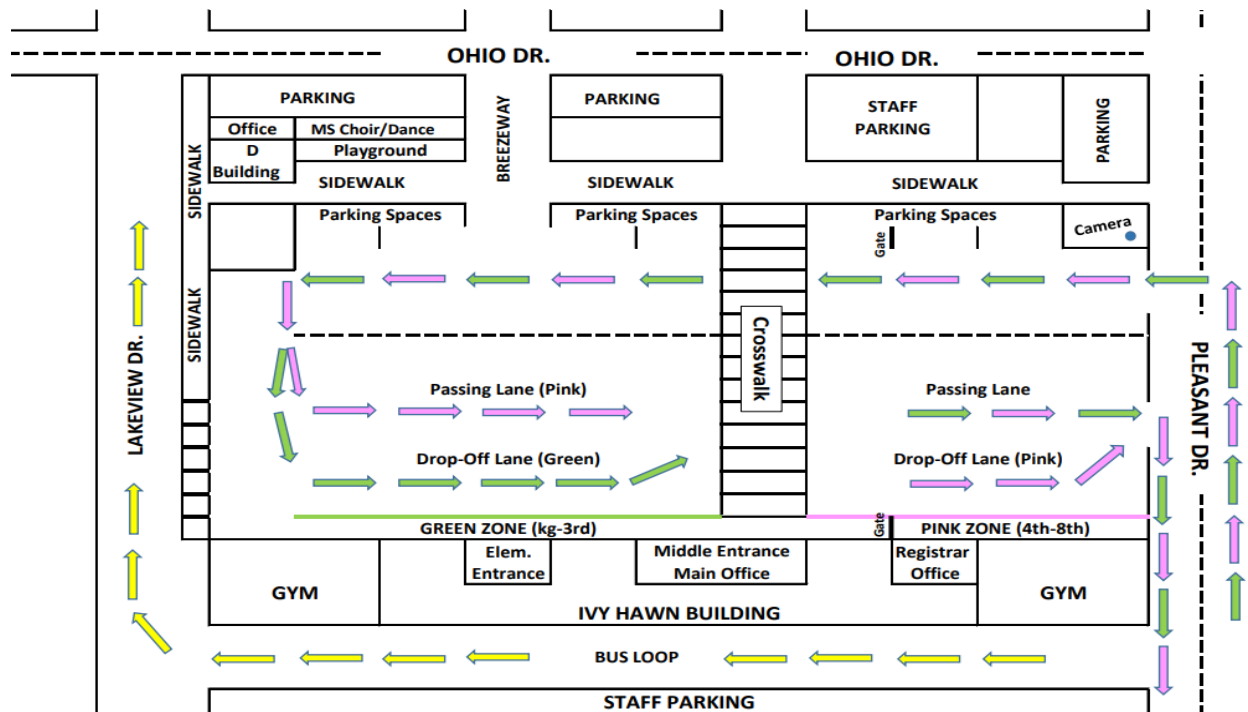
Traffic Pattern and Parking Procedures

- All traffic must enter from Pleasant Street ONLY. Entrances and exits on Lakeview Drive are NOT permitted for Ivy Hawn parents.
- **Left turns out of Ivy Hawn onto Pleasant Drive from both the front and back lots are not permitted. All turns will now be right turn only. Please remember that the back parking lot is for staff 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, nearest the school.

- 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 the school building, in front or across from Creative Arts Early Learning Academy, Volusia Academy of Gymnastics, Quantum Volleyball or along the side of the building.
 - Do not park on the upper parking pad. This is for staff only.
 - Acceptable parking is in front of our arts 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.
 - The back parking lot is for Faculty & Staff only.

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

If you are dropping off items for your child, please visit the Main Office and staff will be responsible for the delivery. 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 Check-Out

If you are dropping off or picking up your student either early or late, please let the Ivy Hawn staff know you are coming. Please see the receptionist in the Main Office upon your arrival. Students **will not** be permitted to be checked out early after 2:30pm (1:30pm on Early Release) due to the safety of our students and after-school pick-up.

Schedules

Middle School Schedule

Period	Regular		Early Release	
1st	7:50-8:44		7:50-8:34	
2nd	8:47-9:33		8:37-9:16	
3rd	9:36-10:22		9:19-9:58	
4th	10:25-11:11		10:01-10:40	
5th	11:14-11:44	11:14-12:00	10:43-11:13	10:43-11:22
	11:47-12:33	12:03-12:33	11:16-11:55	11:25-11:55
6th	12:36-1:21		11:58-12:37	
7th	1:25-2:11		12:40-1:19	
8th	2:14-3:00		1:22-2:00	

***Lunch**

Elementary Schedule

Grade	Special Area	Lunch		Recess	
K	12:10-1:35	10:30-11:00		11:00-11:20	
1st	12:10-1:35	10:35-11:05	10:30-11:00	10:20-10:40	10:10-10:30
2nd	9:25-10:50	10:50-11:20	11:05-11:35	11:20-11:40	11:35-11:55
3rd	9:25-10:50	10:50-11:20	11:05-11:35	11:20-11:40	11:35-11:55
4th	7:55-9:20	11:40-12:10		12:10-12:30	
5th	7:55-9:20	12:15-12:45		11:55-12:15	

***Early Release Time Changes**

Calendar

Ivy Hawn Charter School of the Arts

2024-2025

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- School Closed
- Early Release
- Blackout for PTO
- New Teacher Training

- Teacher Duty Day (5/30 8-12)
- First/Last Day of School
- Parent Teacher Conferences/Teacher Duty Day
- Teacher Duty Day 8-12, PT Conf. 12-7

Volunteering

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. To volunteer at Ivy Hawn, a completed and approved volunteer application must be on file.

For each child, we request 10 volunteer hours. Volunteering at Ivy Hawn is a crucial part of the school's success and helps to create and maintain strong relationships with families to best support our students.

To be cleared to volunteer at Ivy Hawn, you must complete a background check through Raptor and complete the volunteer application on VCS website. This can be completed by bringing your Driver's License into the school for scanning. If you plan to volunteer for an overnight field trip, additional screening must be successfully completed at least two weeks prior to the field trip.

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.

Requested General Fee

As a part of Ivy Hawn, an annual general fee of \$25 is requested of each student. This fee will help ensure students have access to the technology they need by defraying the cost to repair and replace equipment, ensuring all students have the necessary laptops for testing, and providing back-up laptops as substitute as needed. All students will need access to the same software, which might not be compatible with self- provided laptops.

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 if they are purchased through the school and are the school-issued uniforms with the embroidered school crest.

- Khaki or solid black bottoms of choice are required and may be purchased at any local retailer. Bottoms can be pants, capris, shorts, or skirts. Shorts and skirts must be longer than students' mid-thigh.
- Leggings and cotton sweatpants are not permitted.
- Closed-toe shoes are required; **no sandals, open-toed / open-backed shoes, or flip-flops are permitted. Crocs are allowed but must be worn with the back strap around the back of the ankle.**
- Zippered hoodies or button sweaters/jackets may be worn but are not mandatory. Zippered hoodies or button sweaters can be patterned (stripes, stars, polka-dots, etc.) or one solid color with **no logo or writing**.
- Pullover hoodies, sweaters, and sweatshirts **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.
- Students **must** wear an Ivy Hawn uniform shirt underneath jackets or hoodies.

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. These non-uniform days will be used as school-wide fundraisers, charitable programs, or to support/promote approved student activities and programs. 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 month where students are able to dress for the theme for \$1.**

Ivy Hawn Attendance Policy

Ivy Hawn Charter School values the importance of regular and punctual school attendance as mandated by the State of Florida and Volusia County Schools. Florida Law reads “(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).

Students are expected to be in their assigned class at 7:50 A.M and in their classroom when the bell rings for each subsequent period. If they are not, they are considered tardy. At the beginning of the day students will receive a Tardy Admit Pass at the front lobby. In addition, school breakfast will not be served after 7:45 A.M. and students should not be late to class because they were eating breakfast.

Tardies considered EXCUSED will be as follows:

- Medical Appointment with Doctor’s note
- Death in the Family

Unexcused Tardies During the Day

- Parents will be contacted after **two unexcused tardies** by the teacher.
- Students will be issued an afterschool 30-minute detention after **three unexcused tardies.**
- Students will be referred to school administration after **three unexcused tardies** and the student’s opportunity to participate in school events or extracurricular activities will be affected.

Consequences for Tardiness for each Grading Period

- **First Tardy – First Warning**
 - Teacher marks tardy in Focus
- **Second Tardy – Final Warning**
 - Teacher marks tardy in Focus and makes parent contact.
- **Third Tardy – Detention**
 - Teacher marks tardy in Focus and Educator’s Handbook as a Referral
 - Student is issued an afterschool 30-minute detention.
- **Fourth Tardy in class/school – Detention and Parent Conference**
 - Teacher marks tardy in Focus and Educator’s Handbook as a Referral
 - Student and Parent will be placed on a late arrival contract.

Parents should refer to the Florida Student Attendance Policy 206 to avoid any unintended consequences.

Communication

At Ivy Hawn, we strongly believe that parent/guardian(s) involvement and partnership are extremely important to the success of students and the school. It is the responsibility of the parent/guardian(s) to frequently check grades in the student information system FOCUS (Parent Portal) and to communicate with teachers if they are seeing inconsistencies or have concerns. It is also expected for parent/guardian(s) to have accurate contact information on file with the school and to ensure that there is open communication between school and home.

Ivy Hawn Governing Board Communications Policy

When contacted by members of the community, parents, staff, faculty, or administration, the board member shall encourage the individual to adhere to the following communication chain of command:

Community member – Principal or Board liaison – Principal – Board

Parent regarding their child – Child’s Teacher – Team leader – AP – Principal – Board

Parent regarding school operations or personnel – AP – Principal – Board

Staff – supervisor or AP – AP – Principal – Board

Faculty – Team leader – Faculty Liaison – Principal – Board

Administration – Principal – Board

Community/Staff/Faculty/Parent regarding Principal – Board

**The principal should be given the opportunity to meet with the individual prior to being brought before the board.

The spirit of this policy is to allow for proper communication and due process that maintains a “leadership and collaborative culture.” It is not the purpose of this board to become receptacles of gossip, hearsay, or public complaints.

The board member may be permitted to respond to the individual however, they must cc the principal, AP, or board liaison (or whomever the board votes as the point of contact). Once the response is cc’d to the principal (or designee), the aforementioned communication chain of command is thus set in motion.

Any comment of concern relayed to a board member may not be withheld from the chain of command process. Withholding this type of information undermines due process and elements of the Ivy Hawn Way, most specifically “kindness and respect.”

Academic

Instructional Process

Ivy Hawn plans and implements a program of instruction that adheres to the Florida State Standards. With our focus in the arts, we integrate the arts into everything we do, including in core academic classes. Ivy Hawn also utilizes a mastery approach to learning offering students the opportunity to demonstrate mastery on content through remediation and retake. Students who do not demonstrate mastery on an assignment may be given the opportunity to retake and show understanding of the standard(s).

Grading

It is an expectation that parents and students frequently check the gradebook in FOCUS. Teachers

will update the gradebook as often as possible as well as keeping lesson plans up to date on their classroom websites. Please be diligent in checking gradebook frequently and reaching out to teachers if you see any discrepancies or concerns with your student's grades.

Retake Policy

- Students have up to 5 days to retake a summative assessment after the initial assessment is given. Extenuating circumstances to this policy will be decided by the teacher. Resubmissions of formative assignments are determined on a teacher-by-teacher basis.
- 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 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.

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 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. The retake ticket policy is determined on a teacher-by-teacher basis.

Middle School Grading and Retention

- **6th to 7th Grade Promotion:**

To be promoted to 7th Grade, a 6th Grade student must have earned a final grade of "D" or better in at least 5 of 8 courses to include 3 of the 4 core courses: English Language Arts, Math, Science, and Social Studies.

- **7th to 8th Grade Promotion:**

To be promoted to 8th Grade, a 7th Grade student must have earned a final grade of "D" or better in at least 5 of 8 courses to include 3 of the 4 core courses: English Language Arts, Math, Science, and Social Studies.

- **8th to 9th Grade Promotion:**

To be promoted to 9th Grade, an 8th Grade student must have successfully completed the following in 6th-8th Grade with an overall grade of "D" or higher:

- 3 courses in English Language Arts
- 3 courses in Math
- 3 courses in Science
- 3 courses in Social Studies (to include completion of 1 credit in Civics)
- 1 course in Career Exploration and Planning
- If a student is retained in a middle school grade, there may not be room in the lottery to remain at Ivy Hawn. In these cases, the administration will have a meeting with the student and parent/guardian. Options may include summer remediation, retention, and/or dismissal from Ivy Hawn.
- If a student fails one core class and is still promoted, they will need to remediate the core class the following year. Remediation plans will be made in conjunction with the grade level team, administration, student, and guardian(s).

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 can learn and to develop to their fullest potential in a safe and secure environment. Should a student fail to observe a rule or policy, appropriate disciplinary action will be taken.

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 on the severity, intensity, and frequency of the inappropriate behavior.

Furthermore, we enable our students to self-reflect on their behaviors working 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.

Ivy Hawn will maintain a safe learning environment at all times. Ivy Hawn has adopted the Volusia County Schools Code of Student Conduct. The school agrees that it will not engage in corporal punishment of students. Students recommended for expulsion or placement in an alternative school will be referred to the Superintendent of Volusia County Schools for appropriate disposition. Students with disabilities shall be afforded a manifestation determination if required by the Individuals with Disabilities Education Act.

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 with 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.

When students do not follow the Ivy Hawn way, we teach students to do what is right. We do not discipline students out of anger, frustration, or convenience. Students require structure and clear expectations to reach their full potential and change behavior from inappropriate to exemplary. Student's must follow the Volusia County Schools Code of Student Conduct and Discipline found at [https://go.boarddocs.com/fla/vcsfl/Board.nsf/files/CW8QJF615533/\\$file/Policy%20208S%20-%20Student%20Code%20of%20Conduct.pdf](https://go.boarddocs.com/fla/vcsfl/Board.nsf/files/CW8QJF615533/$file/Policy%20208S%20-%20Student%20Code%20of%20Conduct.pdf)

There are four (4) levels of disciplinary action, and the levels are determined by the seriousness of the act.

Level 1 Offenses include but are not limited to the following: inappropriate language, classroom/hall disruptions, dress code violation, tardiness.

-In order to resolve Level 1 discipline problems, the following options are available:

- Conference with the teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Behavioral Contract
- Detention
- Loss or suspension of privileges including extracurricular events/activities.

Level 2 Offenses include but are not limited to the following: Causing or attempting to cause damage to school property or stealing or attempting to steal school property, repeated level 1 offense, lying or giving false information to a school employee, academic dishonesty, repeated

interference with the school's ability to provide educational opportunities to other students

-In order to resolve a Level 2 offense, more formal disciplinary actions shall be used. Formal actions include, but are not limited to:

- Detention
- Conference with Principal or designee
- In school and out of school suspension
- Loss of privileges: extracurricular events/activities
- Parent/guardian conference

Level 3 Offenses include but are not limited to the following: Threats made to the school, staff, or students, engaging in verbal abuse, violation of school's alcohol/drug/tobacco abuse policies, continued willful disobedience or open and persistence defiance, making a false accusation of criminal activity against an employee or student to law enforcement, disrespect to school or officials, fighting, continued classroom disruption

-In order to resolve a Level 3 offense, the options available are:

- In-school suspension and out of school suspension
- Threat Assessment
- Concern of harm referral
- Community Service
- Dismissal from school
- Restitution

Level 4 3 Offenses include but are not limited to the following and can include previous leveled offenses given severity and repetitive nature of the behavior: Distribution or sale, or attempted sale of alcohol/drug/tobacco, arson, assault or battery, disorderly conduct, explosives, firearm distribution, sale, use, or willful possession, Principal to a Level IV criminal act, riot, robbery, vandalism over \$1,000, vehicle theft, any other violation which the principal may reasonably believe falls within this category and is not listed under the other three levels.

Actions-These are the most serious incidents and require formal consequences that include, but are not limited to:

- Suspension
- Dismissal From School
- Expulsion
- Concern of harm referral
- Restitution
- Threat Assessment

Cell Phone Policy

The use of a cell phone by a student during the school day is not allowed. Students who use cell phones at school will have their cell phone confiscated. If a cell phone is brought to school and is lost or stolen, the school is not responsible for the loss.

Unauthorized electronic devices, such as handheld games should not be brought to school. Headphones should only be used at appropriate times when communicated by school staff. Students who bring unauthorized electronic devices to school will have them confiscated. If these items are brought to school and are lost or stolen, the school is not responsible for the loss.

Consequences are as follows:

First Offense: The electronic device will be confiscated, parents notified, and the student will be able to pick up the device at the end of the school day.

Second Offense: The electronic device will be returned to the parent/guardian of the student and the student will receive detention.

Third Offense: Parent must sign paperwork acknowledging the electronic device will be turned into administration daily and/or the electronic device returned at the end of the academic year.

Failure to surrender items will result in a disciplinary consequence as per the Ivy Hawn code of conduct.

Dismissal Policies and Procedures

A student may be recommended for dismissal by the Principal to the Governing Board and voted upon at a board meeting. Upon the approval of the Governing Board, the School shall refer the student to the district for appropriate placement with the district. In each instance where dismissal is initiated, the parents will receive written notice of the dismissal including the reasons for dismissal and a summary of the actions taken to assist the student prior to dismissal. Volusia County Schools shall be provided a copy of the dismissal notice on the same day as the parent. Ivy Hawn shall work in conjunction with the parent(s) and the receiving school to assure that, to the greatest extent possible, such dismissals occur at logical transition points in the school year (e.g. grading periods or semester breaks) that minimize impact on the student grades and academic achievement.

Ivy Hawn may withdraw a student involuntarily for failure to maintain eligibility, such as District residency requirements, or for material violation of the School's Student Conduct Code, which must also be compliant with IDEA, Section 504 of the Rehabilitation Act, and the American with Disabilities Act (ADA) for student with disabilities.

The school may not withdraw a student involuntarily for poor academic performance or for a minor infraction of the School's Code of Conduct. The school will ensure that no pressure, coercion, negotiation or other inappropriate inducement may be used to attempt to have parents or guardians withdraw students from the school.

The principal may recommend dismissal of a student to the Governing Board for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, making a threat or false report, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of any school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school and that have clearly transpired.

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)

Internet Safety Policy

1. **Purpose.** Ivy Hawn Charter School of the Arts (the "School") recognizes the value of electronic devices and the internet to improve student learning and enhance school administration and operations. However, the internet is an unregulated vehicle for communication, and information and interactions on the internet can pose certain risks to students and staff members. Therefore, the Governing Board adopts this policy governing the use of school networks to comply with Florida law and State Board of Education rules, and to provide rules for students and employees accessing such networks.
2. **General Requirements for Users.** It is the policy of the school to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Users on any network operated by the school shall comply with the following requirements:
 - a. All use of a network must be in connection with education and research, or in the case of employees, related to the employee's job functions.
 - b. Users shall not access any content that is prohibited under this policy or under the law.
 - c. Users are prohibited from using the school's networks for any illegal or unethical purposes, including infiltrating or hacking the school's systems or any outside systems.
 - d. Users shall not utilize the school's networks for personal gain or personal business.
 - e. Users shall not install any unauthorized software or programs on any School-owned electronic device or network.
 - f. Users shall not destroy, delete, or modify any School-owned devices or software unless authorized to do so.
 - g. Users shall not utilize the school's networks to engage in harassment, discrimination, cyberstalking, cyberbullying, or obscene behavior.
 - h. Users will avoid clicking unknown links or accessing webpages and other content that may contain malware, spyware, ransomware, or other malicious software.
 - i. If any user accesses prohibited content or downloads potentially malicious software, the individual must immediately report the incident to their teacher, in the case of students, or to the principal, in the case of staff members.
3. **Requirements for Student Users.** The following requirements apply to the use of the school's networks by students:
 - a. Student internet and technology sessions must always be supervised by a teacher or other staff member.
 - b. Students may only use technology or access the internet when expressly instructed by a teacher for educational purposes.
 - c. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of school-provided technology or internet access shall make reasonable efforts to monitor student use to assure that it conforms to the requirements of this policy and the law.
 - d. Staff must make reasonable efforts to become familiar with the internet and its use so that effective monitoring, instruction, and assistance may be achieved.
4. **Prohibited Uses.** It is strictly forbidden for any users to access online content that is lewd,

pornographic, scandalous, obscene, illegal, hateful, objectionable, inappropriate, or that otherwise does not comply with the requirements of this policy.

5. **Social Media Platforms.** As a general rule, the school's networks may not be used by any person to access social media platforms. In limited circumstances, students may be permitted to access social media platforms when expressly directed by a teacher to do so and solely for educational purposes. Staff members may also access social media accounts that are maintained on behalf of the school and related to the staff member's job duties. Prior to requiring students to use online content, staff must confirm that the content is not blocked by the student internet filter. Staff may make a request to their supervisor that blocked content or social media platforms be reviewed and temporarily unblocked for educational purposes. Notwithstanding the foregoing, under no circumstances may any employee or student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in a school activity. Additionally, the use of TikTok to communicate or promote the School, a School-sponsored club, extracurricular organization, or athletic team is prohibited.
6. **Online Messaging Platforms.** Students are only permitted to utilize sanctioned email, chatrooms, and online messaging platforms while at the school or as part of School activities and only when permitted by a staff member as part of the educational program. Students should be made aware of the potential dangers posed by communicating with unknown individuals on the internet and such communications are strictly prohibited.
7. **School Responsibilities.** In order to ensure network safety and enforce the provisions of this policy, the school's administration will implement the following measures:
 - a. Provide internal and external controls as appropriate and feasible that restrict access to content, including implementing a network filtering system that is designed to block access to prohibited or restricted content on the school's networks and on any School-issued device. Access to content should be limited to age-appropriate subject matter and materials. Access to websites, web or mobile applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information in accordance with Rule 6A-1.0955, F.A.C., will be prevented.
 - b. Monitor the use of online activities and electronic devices. This may include real-time monitoring of network activity and/or maintaining a log of internet activity for later review.
 - c. Remove or revoke privileges for any user that poses a threat to the safety and security of the network or to any person.
 - d. Retain the ability to remotely remove any prohibited application from any School-issued device.
 - e. Restrict access to social media platforms, applications prohibited by the Department of Management Services, and any other destination that does not adequately protect student information.
 - f. Make reasonable efforts to train staff and students in acceptable use and policies governing use of the school's networks and devices.
 - g. Contract only with service providers and operators of websites, online services, or online applications that comply with all state and federal laws governing the disclosure of confidential student information.
8. **Violations.** Use of electronic devices and networks provided by the school is a privilege. To maintain the privilege, all users agree to learn and comply with the provisions of this policy.

Violations of this policy may result in revocation of network access rights and further disciplinary action. Students that violate this policy will be disciplined in accordance with the Code of Student Conduct. Staff members that violate this policy will be subject to disciplinary action up to and including termination. Any criminal activity will be reported to law enforcement.

9. **Parental Notification.** A copy of this policy shall be made available on the school's website and incorporated into the School's Parent & Student Handbook to fully inform parents.

Field Trips

Field trips are scheduled throughout the year, typically each grade level will go on one field trip per year. At Ivy Hawn, 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. All students must have a signed permission slip on file with the school 24 hours prior to departure.

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 at 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:

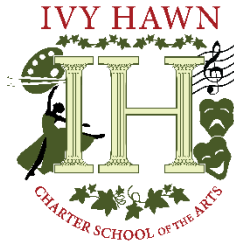
- 1:5 Ratio of chaperone to student minimum with no more than a 1:10 ratio of chaperone to student.
- Legal guardian(s) of the student attending are a priority for chaperone selection. If needed, other family members, that are legal guardians, may be selected to attend the trip as a chaperone (will be determined by a lottery drawing).
- All Chaperones have signed the *Field Trip Chaperone Guidelines Form*
- All Chaperones will be picked by a lottery system.
- If using buses for travel, all students and chaperones must ride the bus unless otherwise approved by the principal.
- 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 Requirements for Field Trips/Events:

- 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) to attend practices, performances, and dances.
- Excessive absences may hinder the ability to participate in field trips and school activities.

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.



Parent and Student Acknowledgement Code of Student Conduct

This form must be signed and returned to Ivy Hawn.

The Parent/Student Handbook, the Code of Conduct, and Discipline Policies are all directly aligned to Volusia County Schools and the state of Florida. These policies are developed to help your child understand their rights and responsibilities while attending Ivy Hawn Charter School of the Arts.

Parents/Families/Guardians: Please take special notice of the Attendance Policy beginning on page 12. Additionally, take special notice of the Code of Student of Discipline Policy, page 14, 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. As you read this Handbook with your child, please discuss all sections with fidelity. It is required that you and your child sign, date, and return this document to administration. This document will be kept on file for the duration of one school calendar year.

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 dismissal or expulsion from the school. (School District of Volusia County Code of Student Conduct, 2023-2024).

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

School Name: Ivy Hawn Charter School of the Arts

School Year: 2024-2025

Student Name: _____ Student Alpha ID: _____

Student Signature: _____ Date: ____/____/____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____