



The Green Book of Ivy Academy Chattanooga

Policies and Procedures 2023-2024

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Ivy Academy Chattanooga

Vision Statement

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

Mission Statement

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

Ivy Motto

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

The Ivy Way

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

We treat others as we wish to be treated.

We speak appropriately and truthfully.

We act with integrity.

We are the young men and women of Ivy.”

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POLICIES

Attendance

The Attendance Notification Contract is in the Ivy registration packet. The school keeps a copy of the form signed by the parent/guardian in a designated file.

By Tennessee law, students must attend school daily. Excessive absences are governed by Tennessee State Law, which requires that school officials report to the court any parent, guardian, or other person in a parental relationship with a child who is unlawfully absent from school for any 5 days during the school year without adequate excuse (TCA 49-6-3007)

When a student reaches 3 unexcused absences, the attendance clerk contacts parents/guardians reminding them of the attendance policy which they signed at Ivy registration. (TCA 49-6-3007)

Ivy allows parent/guardian excuses to serve as documentation for 3 absences per year. After 3 parent/guardian-excused absences, parents/guardians must provide a doctor's note or other documentation such as a funeral service program, college visit letter, court documents, etc. All excuses should be submitted to the attendance clerk via the front office within 5 days of the student returning to school. Feel free to notify teachers of absences as well, but official documentation of absences can only occur through the front office.

Absences

Excused Absences (Must be followed by a note within 5 school days)

- Personal Illness - Students who are sick and whose attendance would be detrimental to their health and the health of other students may be excused. A physician's statement will be required.
- Death in Immediate Family - Students may be excused for not more than 3 days in the event of a death in their immediate family (including parents, step-parents, siblings, and/or grandparents).
- Family Illness - Students with an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of a student's assistance.
- Religious Holiday - Students shall be excused on religious holidays regularly observed by their faith. Prior approval may be required.
- Personal - Students who are absent for a good cause (e.g., doctor, dental, or court appointment) may be excused upon proof of appointment.
- Approved School-Sponsored Activities - Students will be marked present when participating in a school activity away from the school building.
- Independent Field Studies - Must be approved by administration at least 1 month in advance; the student must develop a contract with all of their teachers; info available by request

Unexcused Absences

Following are some of the most common situations considered to be an unexcused absence.

- Family vacations/out of town without prior school notice and approval

- Dismissal prior to 11:30 am or arrival after 11:30 am unless an excuse as outlined above is turned in to the school
- Absent without parent's permission and notification to school (skipping school)
- Absent without an excuse turned in within the required time limit (5 school days)
- Missing the bus and not notifying the school
- Waiting in the office for discipline issues/being sent home due to discipline violation

Attendance Intervention Requirements, State of Tennessee

Tier 1 Intervention

When a student reaches 5 unexcused absences, the attendance clerk will notify the parent/guardian by way of a letter mailed to the home address, requesting a mandatory meeting at the school to address absences and barriers to school attendance. (TCA 49-6-3009) If the parent disagrees with the number of absences, it is their responsibility to contact the school for an attendance meeting and to provide documentation to support claims. Failure to appear at this meeting will automatically place the parent in Tier 2 Intervention. (TCA 49-6-3009)

Tier 2 Intervention

When a student reaches 8-10 unexcused absences (no legal reason for absences as defined above), the parent will receive a Legal Notice, and the attendance clerk will contact the parent to set up a mandatory assessment to address continued absences and barriers to regular attendance. This assessment will take place at the school. (TCA 49-6-3009) Failure to appear at this meeting will automatically place the parent in Tier 3 Intervention. (TCA 49-6-3009)

Tier 3 Intervention

If a student continues to accrue unexcused absences after the school social worker completes the assessment, then the family will be required to meet before the Truancy Board to discuss continued barriers. The Board meets once a month and includes members from agencies in the community for the purpose of connecting families to resources. Failure to appear before the Truancy Board will result in an automatic petition to Juvenile Court. (TCA 49-6-3009) Failure to meet the expectations set forth by the Truancy Board will result in a truancy petition filed in Hamilton County Juvenile Court.

Truant students may not participate in any extra- school activities (before, during, or after school), including sports activities, field studies, after-school enrichment programs, promotion ceremonies, socials (including prom), after-school celebrations, and all senior activities, including senior trips and graduation. Students with a learner's permit or driver's license may also be subject to revocation of such permit/license at the discretion of the State of Tennessee.

Dismissals During the School Day

Only those individuals specified in registration paperwork may dismiss students during school hours (7:45 a.m. to 2:45 p.m., Monday through Friday). Individuals picking up students during the school day must be 21 or older, except older siblings pre-approved by the parent/guardian. Dismissals should take place no later than 2:15 pm so as not to interfere with school dismissal traffic. The approved individual must physically sign the student out at the school's front desk. A current state photo I.D. (i.e., driver's license) must also be provided. Exceptions will only be made if the student drives themselves to school.

A parent/guardian must provide written permission for student drivers (and siblings if applicable) to dismiss early. Non-sibling students are not permitted to leave with a student driver during school hours. Students that carpool with other families will have to make arrangements to be picked up, as they will not be granted permission to leave. Exceptions are made if the adult driver (over 21) is on the approved pickup list for all students involved.

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

Tardies

Students are expected to be in class no later than 7:50 each morning. Students arriving after that time will need to have their parents sign them in. If students drive themselves to school, they will need to sign in themselves. At 4 tardies parents will be notified by an admin. If the student continues to be tardy, then they will receive 1 day of ISS when they receive their 5th tardy.

Tardies during the school day will be documented using the minor behavior tracking sheets, and students that have 5 infractions on that sheet will receive 2 days ISS.

Athletics

In addition to Ivy's athletics opportunities (cross country, track & field, rock climbing, archery), Ivy partners with Sale Creek Middle and High School and Hixson High School through the TSSAA which allows Ivy students to participate with Sale Creek MHS and Hixson HS in competitive team sports, such as football, golf, tennis, basketball, baseball, soccer, softball and volleyball. Arrangements may be made to try out and/or participate by contacting the Ivy Academy Athletic Director. Eligibility for all athletics requires:

- Current grade report that has no Fs in any subject
- Positive behavior reports and positive example within the school
- Satisfactory attendance record

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

Early dismissal for sports related activities requires approval from the Athletic Director or Principal at the request of the partner school's coach.

Calendar

The Ivy school calendar is located on the Ivy Academy website home page

Classroom Basics

Syllabi

Every teacher has a syllabus that describes their course(s) for the year (or ½ year in some cases: economics, personal finance, etc.). The syllabus is specific to each teacher and the course(s) they teach. The syllabus communicates to students and their parents/guardians the teacher's course goals, organization, policies, expectations and requirements.

Classwork/Homework

All students are expected to complete their assignments thoroughly and turn them in on the date that they are due. All students have access to Google Classroom, email and their teacher and should refer to these resources for class assignments every day. Failure to check this mode of assignment communication by the student does not serve as an excuse for incomplete or late homework. Tests, quizzes, projects, etc. will receive the grade one time, while classwork/homework that covers the standards may be re-assessed in the quarter in which it is assigned with no allowance for re-assessment once the quarter ends.

- The consequences for homework not turned in will be decided upon by the teacher and described in the classroom syllabus; however, missed homework will not be collected from a previous quarter once the quarter has closed.
- Parents should address all issues of grading, homework, etc. with the teacher, not Admin or the school counselor.

Make-up Work

- Regardless of the reason for an absence, students are responsible for asking teachers and/or referring to Google Classroom for missed work and are responsible for completing assignments, quizzes and tests after an absence (excused or unexcused) in accordance with teacher guidelines found in their class syllabus.
- For excused absences, students have 5 school days from the day of their return to make up work that was missed. In cases of extended illness (two weeks or more, but not a homebound placement), up to five additional days can be extended by request to individual teachers. For unexcused absences, students have 3 school days from the day of their return to make up work. Work that is not completed according to the guidelines will be considered late and subject to late work penalties as detailed below.
- Unless there are extenuating circumstances clearly communicated to the teacher in advance, all work/assessments should be completed and/or turned in by the end of the quarter in which the work/assessment was assigned. When make-up work is requested, the teacher will be given one full school day's notice to allow time to gather the assignments and get them for the student if not already prepared.

Late Work Penalties - Generally; Unexcused and Excused Absences

Any graded assignments are subject to late penalties. Whenever needed, students should request a deadline extension from their teacher in order to avoid late penalties. When deadlines are missed without an absence, teachers will deduct up to 10 percentage points per day the assignment is late. Teachers may elect to hold a "zero zap" day at the end of any quarter where they may select specific assignments on which to waive certain penalties.

- Students who miss a quiz or test due to an unexcused absence will be penalized up to 5 percentage points per day. The teacher will decide if a reduced or excused deduction is warranted. Quizzes/tests missed due to excused absences or school activities should be made up within 3 school days of return in order to receive full credit.
- Students who turn in an essay/project late due to an unexcused absence will be penalized up to 5 percentage points per day. The teacher will decide if a reduced or excused deduction is warranted. Essays/projects missed due to excused absences or school activities should be made up within 3 school days of return in order to receive full credit.

- Students who fail to make up work for excused absences in the time specified in the classroom syllabus will not receive full credit for the work (quiz, test, project, paper, etc.), potentially earning a zero for never completing the assignments. See the classroom syllabus for more information.
- Students are responsible for reading and following academic policies.

Clubs

Clubs meet monthly with assemblies, mentoring, and regular class time dispersed between club dates. Examples of clubs include archery, rock climbing, basketball, cheerleading, golf, flint knapping, gardening, photography, Ultimate Frisbee, chess, speech and debate, engineering/STEM, nature crafts, sewing, and web design. Final club options are determined by student interest, teacher availability and interest in potential clubs. Clubs typically begin after Labor Day.

Conduct - See Appendix B

Counseling

Philosophy

Our comprehensive school counseling program is based on the belief that all students are unique and dynamic individuals, capable of becoming responsible and productive adults. The program is proactive and preventive in nature, and we are committed to meeting the needs of all students within the school context. Although working with students is the primary focus of the mission and philosophy, communicating, coordinating and consulting with administrators, teachers, parents, and community agencies are integral to the work of our Counseling Program.

Services Provided

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

Throughout the school counselors' work with students in each of the following areas, confidentiality is very important. The school counselors keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others, or when legal requirements demand that confidential information be revealed. Counselors will consult with appropriate professionals when in doubt as to the validity of these exceptions.

Dress Code/Uniforms

Ivy students must come to school in Ivy dress code and remain that way throughout the day. Ivy's dress code requirements are geared toward outdoor learning and at-a-glance recognition of Ivy students for safety. We encourage Ivy students to dress in layers to go between the indoors and outdoors. All layers are to be Ivy dress code compliant.

If students are not in dress code and do not agree to comply, parents or guardians may be called to bring the correct clothing to their students during the school day. Repeated non-compliance may result in silent lunch and/or ISS. **When determining if a clothing item is school appropriate, the decision of**

administration will stand.

The Ivy Mandatory Dress Code

- **Hats/Headwear**
 - Hats do not have to be Ivy issued, but shall be free of profanity, slurs, inappropriate language, or drug and alcohol endorsement of any kind
 - Hats can be worn indoors and outdoors
 - Hoods are not to be worn indoors
 - **No costume wear (ears, tails, etc.) is allowed**
- **Footwear**
 - Trail-ready shoes, hiking type sandals (with backs), or boots
- **Shirts/Tops**
 - Ivy-authorized shirts must be worn every day, and the complete Ivy logo must be visible at all times unless covered by outerwear consistent with dress-code requirements when outside.
 - Ivy-authorized sweatshirts and hoodies only; hoods on hoodies may not be worn over the head when indoors
 - Ivy shirts and sweatshirts may not be altered.
 - Flannel shirts, lightweight jackets and Sweaters can be worn indoors and outdoors, but they cannot cover up the Ivy logo on the shirt worn underneath
- **Pants/Shorts/Skirts**
 - Pants, Jeans, Khakis, Shorts, and Skirts must:
 - Be sized appropriate to prevent sagging and the display of boxers/underwear
 - Be free of holes, rips or tears
 - Minimum length should reach the end of your fingertips when standing
 - If tights are worn, your shirt must cover your bottom and cannot be sheer.
 - Athletic pants and shorts, joggers, and sweat pants can be worn, but must meet the above requirements and be free from profanity, slurs, inappropriate language, or drug and alcohol endorsement of any kind
- **Coats/Jackets**
 - Coats and heavy Jackets can **only be worn outdoors** and do not have to be Ivy issued
 - Coats and Jackets must be free from profanity, slurs, inappropriate language, or drug and alcohol endorsement of any kind
 - **Students may not carry or wear blankets**

Ivy Academy will make t-shirts and hoodies available for purchase. If not purchased from Ivy, official Ivy t-shirts, jackets, sweaters, sweatshirts, caps and toboggans may be purchased at ABC Apparel on Gunbarrel Road (423-894-1222), or click here for online ordering: <https://abcapparel.net/collections/ivy-academy>).

For special Field Studies a different dress code will be required, Ivy Polos and Khakis, which will be available for purchase at the school.

Ivy students who are currently participating members of a Sale Creek or Hixson athletic team may wear their jersey on game day only. Sale Creek or Hixson hoodies and other spirit gear are not to be worn.

Electronics, School Owned

In order to promote more outdoor learning, reduce screen time at school and ensure the school devices are available and ready for specific teacher led academic activities, most of our school-owned Chromebooks will remain at school in classroom sets for the middle school and high school students will be assigned a Chromebook personally if they choose not to use a personal device.

Electronics, Personal, BYOD Policy

Ivy offers the opportunity for students to bring their own computer/tablet to school--Bring Your Own Device (BYOD). The use of technology is an essential component of the school program and the educational process. Ivy will allow students and employees access to its wireless network using personally-owned devices. However, this usage is a privilege, not a right, and may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps build good digital citizens. A personal device is not a requirement, but it is encouraged. The school has devices available for students to use if they do not bring their own device. The full BYOD policy is in Appendix A.

Cell Phones, Other Personal Electronics

Cell phones and other personal electronics may be used only before school until announcements are given (7:45), after the last dismissal bell (2:45), or as needed for specific, documented medical device monitoring (blood sugar, etc). Cell phones are also not allowed to be visible while riding on the bus. The school cannot guarantee the security of any cell phone. If a parent/student communication by phone is required, the student must go to the school office and use the school phone, or their personal phone. Otherwise, parents are not to text or call their student's cell phone during school hours.

Students may not use their phones in the restrooms at Ivy, during class change times or during class. If a student requests to go to the restroom during class, his or her cell phone must be left in the classroom. If the student is not willing to leave his or her cell phone in the classroom, permission to use the restroom will not be granted.

Cell phones must be turned off and put out of sight. If the cell phone can be seen, it is a policy infraction.
First offense - Cell phone/electronic device confiscated for 10 days until parent/guardian picks it up.
Second offense - Cell phone/electronic device confiscated for 30 days until parent/guardian picks up.
Third offense - Cell phone/electronic device confiscated until parent/guardian picks up the cell phone/electronic device, and the student loses permission to have a cell phone on campus the rest of the school year.

Gaming devices are never allowed and we will follow the same confiscation policy as cell phones.

Environmental Institute

The Tennessee State Parks Environmental Institute at Ivy Academy (for high school) consists of four majors: Veterinary Science, Environmental Audio/Visual Technology, and Horticulture, and Teaching as a Profession (one cohort to expire 2024) with an emphasis on Outdoor Education. When students complete the courses in their specific major, they will have achieved Tennessee's Graduate-ready status through completion of AP, State Dual credit, or Dual Enrollment credits. Ivy's advanced placement courses include AP U.S. History, AP Environmental Science, AP Human Geography, and AP Biology. We also offer State

Dual Credit Pre-Calculus and State Dual Credit World History. In addition to each major's required dual enrollment courses, further dual enrollment offerings are available through Chattanooga State.

Some of the industry certifications that can be earned through these majors are: Adobe Certified Associate in Premiere Pro, Photoshop, InDesign and After Effects, Horticulture Tech, Hunter Education License, Interpretive Guide Certification, Microsoft Office Specialist, Turf Management, Veterinary Technician, Drone Pilot License, Pharmacy Technician and Wilderness First Aid Certification.

Students apply for their major during their 8th grade year by submitting an application and an essay explaining why they want to pursue that particular major. On Signing Day, students learn whether they were accepted into the major of their choice. Students stay in the major in which they began throughout their high school career; however, if students request a change, they will be accommodated as much as possible, but there is no guarantee of open spots in other majors, or that they will finish another major if they make a change.

- If a student fails a course during high school, he or she may lose their opportunity to continue their course of study in the Environmental Institute.
- If a student applies for the program late, he or she will be accommodated as much as possible. This means that they may be placed into some courses within a major, but may not be able to complete all the requirements of that major. They may still graduate with a high school diploma from Ivy Academy, but they may not graduate with all coursework, certifications, and other benefits of a major within the Environmental Institute.

Field Studies

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

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

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

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

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

- Poor academic performance at the time of the field study
- Behavior problems (discipline referrals, ISS, OSS)
- Attendance issues (truancy, excessive tardies)

If my student is removed from a field study for behavior reasons, a refund will not be issued.

Food Service (School Nutrition Program)

Breakfasts and lunches are catered to the school by Laughing Sprouts, a local catering company that specializes in using fresh ingredients in nutritious meals that students enjoy. The menu is posted monthly on the school website under the “Students” tab. Please feel free to contact Lori Price with any questions you might have about our nutrition program: lprice@ivyacademychattanooga.com

Ivy serves breakfast and lunch each day except for very short days. Parents may pay for those meals online or directly to the Food Service Coordinator at breakfast only. Students ordering lunch must sign up for lunch themselves each day they want lunch; no one can sign for them. If a student forgets lunch or lunch money, they may charge up to 4 school days. Free and reduced lunch forms must be turned in at the beginning of the school year to be considered for qualification. Please complete and return the Free and Reduced application in your registration packet as soon as possible. These completed forms allow Ivy to receive grants for different needs and activities.

Breakfast is served from 7:30-7:50 a.m.--no need to sign up for breakfast. Lunch is served at varying times around the middle of the school day. Students may bring their lunches, but fast food may not be brought in by a parent, guardian, sibling or friend.

Students sign up each morning in their homerooms to have a lunch reserved for them. This is very important, as Laughing Sprouts brings a specific amount of lunches to the school every day, based on the homeroom lunch counts from Ivy. If a student is late to school, they should ask their school secretary to sign them up for lunch.

Grading

Parents should address all issues of grading with the teacher first, not Admin or the counseling office. Support from administration/counseling can be requested if the issue is not resolved successfully with the teacher.

Please note the following grading scale per state law effective the 2022-23 school year:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Academic Year

High School

Most HS courses have 4 quarters, 2 semesters, 1 final grade, with slight variances below. The final HS grade for the year (and the only one recorded on a transcript) will average the Semester 1 (S1) and Semester 2 (S2) grades with the state assessment score (if applicable) received at the end of the year. Non-tested classes will only average S1 and S2 grades. Some courses are a half credit with only a semester grade instead of a year grade, these will be specified in the syllabus of the course if applicable.

HS Semester

S1 - Q1 (.5) + Q2 (.5)

S2 - Q3 (.5) + Q4 (.5)

HS Yearly

S1 (.425) + S2 (.425) + End of Course (.15) - state tested courses

S1 (.5) + S2 (.5) - non-state tested courses

Middle School

The middle school has 4 quarters, 2 semesters, and 1 final grade.

The final MS grade for the year (and the only one recorded on a transcript) will average the S1 and S2 grades. The MS S2 grade will average Q3 + Q4 + the score received on state assessments.

MS Semester

S1 - Q1 (.5) + Q2 (.5)

S2 - Q3 (.425) + Q4 (.425) + TCAP (.15)

MS Yearly

S1 (.5) + S2 (.5)

Finals

All classes will have a final exam. This exam will count as a test grade. Students can be exempt from finals when they are passing all classes and have missed less than five days of school (excused or unexcused).

PowerSchool

Parents and their students will receive a PowerSchool login from the school counselor. If you forget the login, you should email the school counselor. To access PowerSchool, go to <http://powerschool.hcde.org/public/> and type in the username and password.

PowerSchool contains students' grades (updated weekly) and schedule and is Ivy's exclusive data collection system for grading.

PowerSchool Gradebook Weights Per 9-Week Quarter

A. Instructional Tasks

50% Teaching Assessment Tasks. These may include instructional tasks such as:

- Daily work
- Quizzes
- Teaching tasks
- Problem/project based learning activities (can go in either section)
(Homework assignments should count no more than 10% of the total amount of assignments)

B. Assessment Tasks

50% Performance and/or Assessment Tasks. Assessments may include:

- Summative unit tests
- Essays
- Performance assessments

- Constructed response tasks
- Problem/project based learning activities (can go in either section)

Recognition for Academic Achievement

To be named to the Honor Roll, a student must earn all A's and B's. Pass/Fail courses must have a passing mark to qualify for each distinction. To be named to the Dean's List, a student must earn all A's. In addition to the letter grade requirements, a student nominees should demonstrate all of the following qualities:

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

Report Cards

Report cards are available electronically through PowerSchool and printed for quarters 1-3. Reminders are sent home during the school year, with reminders about Progress Reports sent midway between each reporting period. The 4th quarter report card will have the student's final grade for the year and are printed by request only. Access to a student's grade can be obtained at any time in PowerSchool. Make requests of the school counselor for transcripts

Graduation, High School

Grade Level Classifications (Credits recorded on school transcript)

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

High School Graduation Requirements

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

Ready Graduate Society

To be considered for this group, students must meet at least one of the following:

- Score 21 or higher on ACT (or 1060 or higher on the SAT); or
- Complete 4 early postsecondary opportunities (EPSOs); or
- Complete 2 EPSOs and earn an industry certification; or
- Complete 2 EPSOs and earn a score of military readiness on ASVAB AFQT

Senior Trip/Early Release

A senior student failing any class at the time of the last day for seniors and/or senior trip will be disqualified from participating in the senior trip. Those students will remain on campus, participating in their regular class schedule to focus on academics.

Valedictorian and Salutatorian

To be considered for Valedictorian/Salutatorian students must:

- Complete a senior project and be in good standing in the Ready Graduate Society.
- Have two highest GPAs of the senior class (higher of the two becoming valedictorian)
- Have minimum ACT score of 21
- Have completed all of their credits at the end of the second semester
- Not be truant or have unsatisfactory behavioral conduct (disciplinary referrals, suspensions, etc.)
- Have attended Ivy since the fall of their junior year in order to be eligible for either honor
- In the case of a tie, a numerical average will be calculated to break the tie.

Walking at Graduation

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

Any student classified as a senior at the end of the academic school year coded as Truant will not walk at the commencement ceremony.

If the above conditions are not applicable, but a student is currently suspended, has been suspended during the second semester, or is remanded to an alternative setting during the second semester of their graduating year, will not be eligible to walk at the commencement ceremony.

Capstone

Students are assigned a Capstone project to complete during their graduation year. This project facilitates career exploration and planning for student success beyond high school. Students will receive the assignment, rubric, and timeline at the beginning of their graduation year. They are to complete the components of the project throughout the school year, culminating in a presentation of their plan during the Spring of their graduation year. The students must complete all of the components of the project and the presentation and receive a passing grade to be able to participate in the graduation ceremonies with their class.

Medication/Medical Information

All medications must be turned in to the nurse's office in the middle school. Car riders and student drivers may transport medications to school as long as medications are IMMEDIATELY taken to the nurses office. BUS RIDERS CANNOT TRANSPORT MEDICATIONS TO AND FROM SCHOOL. Students are never permitted to be in possession of any form of medication in common areas, on the trail, on field studies or in classrooms except for emergency medications such as inhalers, EpiPens, etc. A physician order for self-carry medications is REQUIRED, and will be kept on file in the nurse's office. Medication forms are on the Ivy Academy website under the Back-to-School Tab. Meds are kept locked and are dispensed upon prescribed need. Per County policy, Ivy staff cannot give any medication, including over-the-counter medications without proper documentation--**no exceptions**. Any non-prescription medication kept by the school must be accompanied by an OTC medication form (contact the nurse group for more information).

If a student has a medical issue requiring exemption from trail activities, a physician's note is REQUIRED. The note must include details of restrictions (no rough terrain, no trails, etc.), and an end date to restrictions. Please contact the nurses with any questions.

Outdoor Learning Environment Agreement

Parents must sign Ivy's Outdoor Learning Environment Agreement. Ivy Academy's learning environment includes 7,000 acres of forest wilderness, ravines, steep inclines, river beds, streams, and creeks. Exposure to these risks and the potential contact with poisonous vegetation can occur. There are risks involved with using wilderness learning environments. To help deter some of these dangers, it is mandatory that students attending Ivy Academy dress in appropriate attire (dress code) for these conditions. Also, students must stay on the trail with their class and teacher and follow directions. Veering from the group and path could result in serious injury or getting lost as well as serious disciplinary consequences.

Project Based Learning (PBL)

PBL at Ivy Academy is:

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

Searches

Students have the right to be safe and secure at school and to pursue their education in a disciplined environment conducive to learning. Therefore, students and all their property, including vehicles, will be subject to administrative searches. Refusal to cooperate with a reasonable request may result in disciplinary action. The school has the authority and control over student lockers and may gain access to them at any time. Any lock to which the school does not have the key or combination will be removed by the school.

Social Media

Students who use a social media platform for displaying profanity, inappropriate photos, offensive language, bullying or harassing statements can receive consequences for such actions at school, even if the post was made during non-school hours. Public postings represent our school, whether they are intended to do so or not; therefore, Ivy will monitor them.

Transportation

Buses and Bus Riders

Buses contracted by Ivy are extensions of the school campus, and as such, Ivy behavior expectations apply. Bus transportation is a privilege offered by Ivy Academy, and failure to comply with any of the rules will be grounds for excluding a student from riding a bus. Bus drivers have been authorized to hold every student strictly accountable for any disorderly conduct on any school bus going to or returning from school or a school activity. (TCA 49-6-4102)

Before, During and After the Bus Arrives at Its Destination

- Ivy Academy requests that students remain under the supervision of their parent/guardian, preferably in their personal vehicle, until the bus arrives at their stop.
- If the bus driver, bus monitor or an Ivy staff member requests that students sit in assigned seats or in an assigned arrangement, students are expected to comply.
- Students are to remain seated the entire time they are on the bus and remain seated once at their destination until released by the bus driver, bus monitor or Ivy staff and given further instructions.
- Failure to comply with the above protocols will result in disciplinary actions as detailed in the Ivy Academy COAB.

Disciplinary Action for Severe Endangerment by Bus Riders

- If a student severely endangers the well-being of others on the bus (as determined by Ivy administration and/or the bus driver), he or she loses bus privileges for the rest of his or her enrollment at Ivy Academy, and the appropriate law enforcement officials will be contacted.
- Examples of severe endangerment are, but not limited to: startling the bus driver and causing a wreck, assaulting another student to the extent of severe physical harm, throwing items out of the bus causing the wreck of another vehicle, or doing something viewable through the bus window causing a wreck. This also includes refusal to follow the guidelines in the previous bullet point in this section.

Bus Routes

Routes are posted on the Ivy website and are subject to change.

Driving Privileges

The permit cost for students' parking at Ivy Academy is a flat fee of \$20 per school year. Student must complete the Student Driver Agreement (Available at registration and from the front office) have a copy of their driver's license and insurance card on file in the office. If a student parks on campus without a permit,

he or she will receive a minor referral each day parked illegally on campus. The student driver will agree to the following:

- I will follow the campus speed limit of 10 mph at all times, driving safely at all times.
- I will only drive students in my vehicle who have written permission from a parent/guardian to ride (provided the driving student follows state law regulations given the appropriate age in which they have their license). Students riding with non-sibling students during the school day is not permitted.
- I will only park in designated student parking areas, in my assigned spot.
- I will model Ivy Academy behavior on and off campus while in my vehicle.
- I will remain in my vehicle upon arrival in the morning until 7:30 a.m. at which time I will vacate my vehicle and wait/socialize in the designated areas.
- I will go to my vehicle after school only when the announcement is made for student drivers to dismiss and will follow the directions provided by staff in the parking lot.
- I will make sure to allow enough time in the mornings to arrive safely and on time for school.
- I will not “burn out”, “squeal” tires, or make distracting noises with my vehicle while on campus (including screaming out windows)
- I will not go to my car during the school day nor will I allow others access to my vehicle.

Breaking any of these rules will result in an immediate ban from driving on campus for a minimum of one week and possible loss of driving privileges for the remainder of the school year. Also, students who drive to school and accrue 3 tardies will have their privileges for driving suspended for one week. Each additional accrual of 3 unexcused tardies will result in another week of driving suspension. A warning to the student is issued after each tardy. After the second tardy, parents are contacted for each tardy, with conferences scheduled with administration as needed and potentially permanent revocation of driver privileges.

Students will no longer be allowed to move their vehicles to the front of the car rider line in order to dismiss early unless you provide a written note from a coach stating the days and times you must leave early for practices and competitions. For appointments, work and any other reasons, please allow extra time in your after school scheduling, or dismiss from school no later than 2:15 p.m.

Vehicles on Ivy Property

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

Visitors

Visitors to the Ivy school campus must sign in at the school office, provide proper identification, identify whom they have come to visit, and then wait in the designated area until the person they have come to see is informed and then meets the visitor. Visitors must present their driver's license and be approved through the Raptor security system to visit. If approved, visitors sign in and receive a visitor's identification sticker, which is not available before 8:05 a.m. on any given school day, and which must be visible at all times.

Visitors must follow all campus regulations, including but not limited to, health and safety mandates in place at the school at the time of their visit, if any.

Parents are not permitted to walk students to class, or visit them anywhere on campus except during lunch. If a parent wants to have lunch with their student, they will eat in a designated location with their student. Parents will not be allowed to eat with other students, or bring food for any student that they are not the guardian of. If parents or other family members need to see a student, that meeting must be done at one of the school offices. Parents/guardians also may not talk with teachers or visit them without an advance appointment.

Withdrawals/Transfers

Ivy Academy does not allow transfers back and forth with other Hamilton County schools during the school year after the first 20 days of school. Families who find it necessary to withdraw or transfer their student(s) to another school within the first 20 school days of the year must report to the School Counselor to complete this procedure and paperwork. Students must clear book and financial obligations with their teachers, coaches, the library, and cafeteria before records will be released.

After the initial 20 days, however, students may not transfer out to their zoned school during the year, as defined by the Ivy Academy charter agreement and HCDE, nor may they attend Hamilton County's alternative school if extended suspensions occur. Ivy Academy is a Tennessee diploma, college, and career preparatory school with an environmental focus, and per our charter agreement with HCDE, Ivy Academy is a school of choice. Students may attend their zoned school the year following enrollment if the family does not wish them to return, or if meeting the Ivy Academy conduct, academic, or attendance expectations is too strenuous for the student.

Appendix A - Bring Your Own Device Policy

Signature Page in Registration Packet or in the Offices

Following are the requirements for students who choose to bring their personal device (laptop or Chromebook) to school for academic purposes. The policy is also known as BYOD. A personal device is not a requirement, but it is encouraged. The school will have devices available for students. The use of technology is an essential component of the school program and the educational process. Ivy Academy Chattanooga will allow students and employees access to Ivy's wireless network using personally-owned devices. The use of Ivy's network is a privilege and may be revoked at the discretion of the administration. It is important that students use their devices responsibly, respect the property of others, demonstrate that this use benefits them academically and helps build good digital citizens.

Permitted Devices

Allowed: Any Windows, Apple laptop or Chromebook (not rooted or jailbroken)

Not Allowed: Cell phones, MP3 players, tablets, other devices with internet/data capabilities

Rules and Conditions:

All students and their parents/guardians must register their device, and read and sign the Technology Acceptable Use Policy (TUP) before the device will be allowed on the network. **Failure to register the device, sign the TUP, follow the TUP or any of the rules and conditions of the BYOD agreement listed below may result in further disciplinary action.**

Where/When/Storage for Personal Devices

- Students may only use their device in the classroom when instructed by a teacher to do so.
- Students may only use their device in common areas (hallways, cafeteria) when approved by the school administration.
- Students should not ask teachers or staff to hold or store their device.
- Students may not retrieve devices left at school after normal school hours.
- Students may not use their device to update social media sites or accounts during school hours.
- Students may not use devices to call, text message, make pictures, videos or audio recordings, or electronically communicate with others during the school day without teacher supervision or permission.
- Students should not possess, share, or download inappropriate videos, pictures, or audio recordings during the school day.

Network Access

- Rooted or Jailbroken BYOD devices are not allowed due to the increased risk of compromising school/data systems.
- Students will login to personal Chromebooks with their Ivy account as the user and on other devices, they will use Chrome signed into their Ivy account only for school work.
- BYOD devices running software or apps that proxy an internet connection around Ivy network controls are strictly prohibited and will be permanently blocked from network access.
- All BYOD devices must connect to the school "BYOD" network only, not personal data plans, to access the web. BYOD privileges will be revoked for students not using the approved network.
- No guarantee is made that the school's wireless network will always be available. Network outages may occur, and signal strength may vary. We will monitor the network health and address needs as quickly as possible.
- Students should bring devices fully charged to school.

- Student devices should have all app and operating system updates and patches before coming to school.

Theft/Loss/Confiscation

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

Appendix B 2022-23 Ivy Academy Code of Acceptable Behavior and Conduct (COAB) (modeled after HCS COAB)

Please click the link to view: [Ivy Academy COAB](#)

Appendix C - Please use this link to complete the Compacts:

<https://forms.gle/xYfHUrSbohSJB51S9>

Parent/Guardian and Student Compacts

Ivy Academy Parent/Guardian Compact 2023-2024

Parents/guardians must read and initial each item and sign at the bottom.

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

_____ I commit to attending the student-led conferences held 2 times per school year--once in the fall and once in the spring.

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

_____ I understand that Ivy Academy holds classes outdoors and that my student must go outdoors for those classes unless the weather prohibits (e.g., when the temperature or wind chill is below freezing, or the heat index is above recommended safety levels). I understand that because of the environmental focus, my student may work outdoors in the garden or other areas, collect water samples from waterways, or monitor tree health. My student may get dirty, sweaty, or cold. Students must have a doctor’s note if they need to stay inside, but this should not happen frequently. I acknowledge the risks involved with wilderness learning environments.

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

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

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

_____ I will make sure my child arrives to school on time and attends regularly. I understand that Ivy Academy fully complies with the state of Tennessee compulsory attendance laws and will abide by the truancy policy. Excessive absences will result in a court appearance. I understand that after 5 unexcused absences, the truancy process for my child will begin. My notes about my child's absences and tardies must be written; a phone call is not sufficient.

_____ I will require my student to abide by the dress code every day and purchase or otherwise obtain the required clothing.

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

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

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

Parent/Guardian Signature _____ Date _____

Ivy Academy Student Compact 2023-2024
Students must read and initial each item and sign at the bottom.

_____ I promise to do my best to promote an excellent learning environment for myself and my classmates. I will abide by the Ivy Way, treating others as I wish to be treated, speaking appropriately and truthfully, and acting with integrity.

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

_____ I understand that Ivy Academy holds classes outdoors, and that I must go outdoors for those classes unless the weather is prohibitive (e.g., when the temperature or wind chill is below freezing, or the heat index is above recommended safety levels). I understand that because of the environmental focus, I may work outdoors in the garden or other areas, collect water samples from waterways, or monitor tree health. I may get dirty, sweaty, or cold. I must have a doctor's note if I need to stay inside, *but this should not happen frequently*. I acknowledge the risks involved with wilderness learning environments. I will respect Ivy's outdoor spaces, both indoors and outside.

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

_____ I understand that Ivy's dress code is not designed to restrict my freedom, but is intended to create a safe, positive learning environment. I will abide by the dress code at all times.

_____ I understand as an Ivy student that I represent Ivy wherever I go, including on buses and stops.

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

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

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

Student Signature

Date