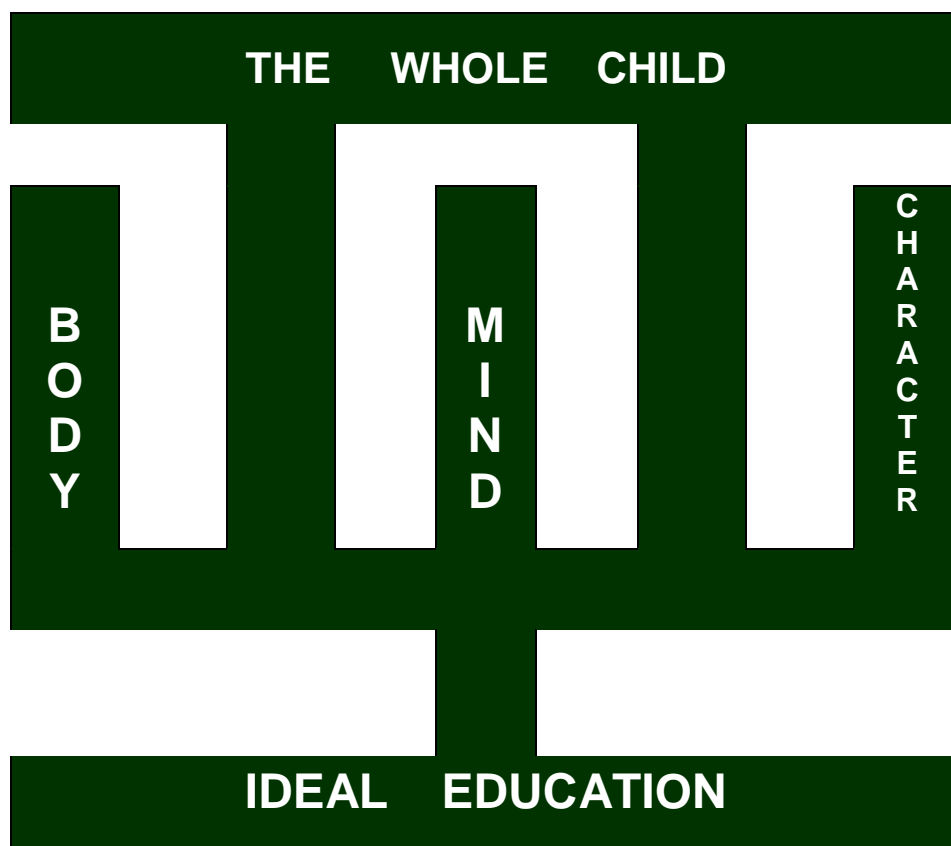


Parent/Student Handbook

Revised July 2016



HWEHWEMUDUA (Searching Rod or Measuring Rod)

This is a symbol of excellence, perfection, knowledge and superior quality.

The Founder, Administrators, and Staff of the Ideal Academy Public Charter School want all of our children to have the opportunity to develop these attributes; therefore, we have adopted this symbol to reflect this desire and will use it as our emblem.

“IDEAL EDUCATION FOR THE WHOLE CHILD”

George H. Rutherford II, Ph.D., Principal
Paulette Bell-Imani, Founder

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IDEAL ACADEMY PUBLIC CHARTER SCHOOL

6130 North Capitol Street, NW • Washington, DC 20011 • Phone 202-729-6660 • Fax 202-729-6677

“Together We Make A Difference”

Dear Students and Parents/Guardians:

On behalf of the faculty and staff, it is my pleasure to welcome you to Ideal Academy Public Charter School and to the new and exciting experiences you will find here. The time and effort you put into doing your very best will make your educational experiences both happy and memorable.

The Ideal Academy Public Charter School Parent/Student Handbook will tell you about our school. All too often the home and school are looked upon as two functioning entities separated by a student. Sadly, this is quite often true. It is with the hope of bridging this gap that this handbook was prepared. The information, policies and rules that govern our time here at Ideal will enable all of us to learn, work and play together.

I hope you and your child will take time to read this book carefully. It is important that you understand everything. If you have any questions, please ask your teacher or any staff member. Again, it is through open communication that we understand each other and that we can assure the success of all our students.

Students, I am proud that you are a part of the Ideal Academy Family. Ideal Academy will be whatever you choose to make it. Take excellent care of it and take part in all your school has to offer. Only you have the power to determine success or failure, so always do your very best.

Parents, please let Ideal Academy become a part of your extended family. I welcome and encourage your support and seek your participation in the Parent-Teacher Organization (PTO). Please visit and volunteer in our school whenever you can. We look forward to an exciting and challenging school year. Working together we can make this a successful and rewarding year.

Sincerely,



George H. Rutherford II, Ph.D.
Principal

ABOUT IDEAL ACADEMY PUBLIC CHARTER SCHOOL

Mission

The mission of the Ideal Academy Public Charter School is to empower all students to excel in academics, body, and character, enabling them to become competent and contributing global citizens.

Philosophy

At Ideal Academy Public Charter School we believe that we must embrace the whole child. We believe that learning nurtures not only cognitive development, but social, emotional, physical, and creative growth as well. We achieve our mission through a balanced academic and affective program.

Overview

Ideal Academy Public Charter School was founded in 1999 as an academy for holistic education. Ideal Academy is accredited by the Middle States Association of Colleges and Schools, and in 2014, the school applied for and received a charter renewal for 15 years. Ideal Academy serves pre-kindergarten through grade eight students from all over the city, and prides itself in having small class sizes. Ideal Academy provides a very unique program – *Quiet Time* – which offers methods that are positive and productive in coping with challenges and stresses.

Members of the Board of Trustees

Percy Wilson
President

Tiffany Lowery
Vice President

Nathan Evans, CPA
Treasurer/Chair of Finance Committee

Earnest Devoe, Ed.D.
Chair of Academic Committee

William Newsome
Member

La'Keisha Cook

Rights and Responsibilities

Students

Students have the right to a public school education in an environment conducive to learning.

Students are expected to do the following:

1. Attend school and classes regularly, to arrive on time, and to fulfill to the best of their abilities the Ideal Academy's objectives.
2. Understand and observe the rules of the school.

Parents

Parents have the right to expect that the school will address the learning needs of their children.

Parents are expected to do the following:

1. Send their children to school regularly, on time and prepared to work.
2. Respond to communications from the school pertaining to their children.
3. Understand and support the fair, consistent administration of school rules and policies.

Staff

Staff has the right to work in an atmosphere of respect with the support and guidance of the administration in maintaining high professional standards.

Staff is expected to do the following:

1. Work with students so they understand the objectives and what they are expected to know and be able to do.
2. Encourage and help the students understand and support the rules of the school.
3. Know and enforce consistently, and fairly, the rules and policies of the school.
4. Maintain communication between home and school.

Administration

The administration, with the cooperation of staff, students and parents, will work to achieve the objectives of Ideal Academy.

The administrators are expected to do the following:

1. Make the Ideal Academy's discipline policy known and interpret to students, parents and staff.
2. Implement specific plans for effective student, parent and staff participation in the formulation and review of the Ideal Academy discipline policy.
3. Guide and support all building personnel in maintaining appropriate and effective discipline.
4. Confer with staff, students and parents on discipline matters.

ADMISSIONS

Open Enrollment

Ideal Academy is open to all students who are residents of the District of Columbia and non-resident students who fulfill the tuition requirement established by the Office of State Superintendent of Education to the extent of available space. Enrollment applications are available in the Main Office of the school building and online. If, at the end of the enrollment period, Ideal Academy is undersubscribed, the school will continue on-going admissions throughout the school year until capacity is reached. Parents/Guardians of non-resident students will be required to pay tuition. Tuition rates will be the same as the per pupil allotment for any DC student registered at Ideal Academy.

Ideal Academy does not limit enrollment on the basis of a student's race, color, religion, national origin, language spoken, intellectual or athletic ability, measures of achievement or aptitude, or status as a special student with special needs.

Admissions Process

Parents/guardians must complete a **registration application** and provide **proof of D.C. Residency** for **each student**. The Registrar will receive completed applications which will be dated and time-stamped.

Documents Required for RETURNING Students

1. Completed Application
2. Updated Health and Dental Certificate

3. Proof of Residency documents **must** be provided in April. Documents **must** have the name and address of the person registering the child. (**Original documents only**)

Documents Required for NEW Students

1. Birth Certificate
2. Current Health and Dental Certificate
3. Report Card
4. Proof of Residency. Documents **must** have the name and address of the person registering the child. (**Original documents only**)

Age Requirements for Pre-Kindergarten, and Kindergarten

In order to be eligible for pre-kindergarten 3, a child must turn 3 years old by December 31 of the school year. In order to be eligible for pre-kindergarten 4, a child must turn 4 years old by December 31 of the school year. In order to be eligible for kindergarten, a child must turn 5 by December 31 of the school year.

Lottery

If, at the end of the enrollment period, the school is oversubscribed, then all the applications will go into the lottery. The lottery is a random selection process of applications that identifies students for enrollment and generates the school's waiting list. During the lottery process all completed and accepted applications submitted during the enrollment period are publicly drawn in random order until capacity is reached. The remaining applicants are placed on the waiting list by grade level and will be ranked by lottery results. As spaces become available, they will be offered to the applicants in the order of placement on the waiting list.

Re-enrollment

Returning students are given priority. The school communicates registration/enrollment time with parents/guardians through flyers, bulletins, written notices, school website updates, email blasts, phone calls made by teacher, and the call alert system. Re-enrollment begins on January 1 of the current school year and ends January 31.

Sibling Preference

An enrollment preference for siblings may be granted according to the DC Charter Law. Thus, if a parent/guardian of an enrolled student would like a sibling to attend Ideal Academy, the parent/guardian must submit a completed application to the school by the enrollment deadline. The new student application process begins February 1 and ends March 31 of the current school year.

Transfer/Withdrawal

Parents/guardians have the right to withdraw their child from Ideal Academy at any time for any reason. The following procedures for withdrawal must be followed.

- The request for withdrawal must be done in the Main Office.
- The appropriate withdrawal form will be provided to the parent/guardian that registered the student to complete at the time of the request.
- The school will make all necessary copies of their child's records available to the parents/guardians to have the student registered at another school within one business day.

Ideal Academy will transfer student records to any learning institution that is designated by the parent/guardian in a timely fashion and cooperate with parents/guardians in any way possible to make this transition as smooth as possible for the student.

All financial obligations should be paid by the end of each semester. A student who has an outstanding financial obligation to Ideal Academy will not be able to obtain his/her end of year report card or withdrawal until the obligation is taken care of.

ATTENDANCE

Regular attendance is an integral part of school success, enjoyment and achievement. Irregular attendance may lead to a loss of interest in school, poor and careless study habits, a lack of achievement and possible failure. At Ideal Academy the attendance target is 95%. Ideal Academy will monitor and track the monthly attendance, and truancy rates. Ideal Academy's goals that are leading indicators for students' future outcomes on their academic performance are:

1. Students will have an average monthly attendance rate of at least 95%; and

2. The truancy rate will remain below 15% for the entire school year.

Students at Ideal Academy are required to attend school according to the compulsory school attendance laws delineated in the DC Compulsory School Attendance Law 8-247.

Expectations for Students

- Arrive on time to school and to class each day.
- Bring your books and materials to class.
- Ask your teacher for missed work or make-up assignments for days you were absent.
- Ask school staff for help if you have academic or other concerns preventing you from coming to school.
- Conduct yourself according to the school's Discipline Policy and Procedures.

Please note the following

1. All students are expected to attend school from 8:30 am to 4:00 pm daily. A student must be in attendance for at least 80% of the school day in order to be counted present.
2. Student absences are coded as "excused", "unexcused" or "suspended".
3. Students who have tardiness/early dismissal **will not** be eligible to receive perfect attendance.

Excused Absences

Excused absences are when students are absent from school with a valid excuse and parental approval. Examples of **excused absences** include:

- Illness or other bona fide medical cause experienced by the student (a doctor's note is required if a student is absent for more than five days);
- Death in the student's immediate family;
- Necessity for a student to attend judiciary proceedings as plaintiff, defendant, or witness;
- Observance of a religious holiday;
- Lawful suspension or exclusion from school by school authorities;
- Temporary school closings due to severe weather, malfunctioning equipment, unsafe conditions or other emergencies; and
- Medical or dental appointments for the student (a doctor's note is required).

Unexcused Absences

Unexcused absences are when students are absent from school without a valid excuse, with or without parental approval. Examples of **unexcused absences** include:

- Babysitting
- Doing errands
- Cutting classes
- Family vacations
- Shopping
- Oversleeping
- Job hunting
- Missed the bus

Within five (5) days of a student's return to school after an absence, a note **MUST** be sent with him/her to the teacher. The note **MUST** include the student's name, the date(s) of absence(s), the reason(s) for absence(s), and a parent/guardian signature. Student absences without notes will be marked unexcused. A doctor's note should be provided at this time, if available.

Mandated Absenteeism/Truancy Interventions

Triggering Event	Mandated Truancy Intervention
Each unexcused absence	Phone call to student's home to obtain an explanation of reason for absence.
5 unexcused absences within an advisory	<ul style="list-style-type: none">• Student referral to the Attendance Committee.• Letter sent home requesting a family intervention meeting.
7 unexcused absences within a school year	Metropolitan Police Department (MPD) warning letter.

<p>10 unexcused absences within a school year</p>	<ul style="list-style-type: none"> • Student considered “<i>chronically truant</i>”. • Notice to MPD of potential criminal violations. • Letter sent to parent under signature of Chief of MPD containing notice of potential criminal violations and potential prosecution. • Notice to the Office of the State Superintendent (OSSE) to send truancy prevention resource guide to parent. <p>Age 5 – 13: Immediate referral of student to Child and Family Services (CFSA) for educational neglect investigation.</p> <p>Age 14 – 17: Referral of student to the Attendance Committee.</p>
<p>15 unexcused absences within a school year</p>	<p>Age 5 – 13: Immediate referral of student to Office of the Attorney General for child (person) in need of supervision (PINS) investigation.</p> <p>Age 14 – 17: Immediate referral of student to Office of the Attorney General and Court Social Services for child (person) in need of supervision (PINS) investigation.</p>
<p>20 consecutive absences</p>	<p>Letter sent home advising student withdrawal.</p>

Student Arrivals

The safety of our students is of utmost importance when arriving to our campus. Parents/guardians should be aware that there is no supervision on the playground before or after school. Students should arrive at school no earlier than 8:15 am unless they are registered for Before-Care. Students arriving by automobile should **only** be discharged at the front entrance of the school building. Students who arrive between 8:15 am and 8:30 am should report to the upper level multipurpose room.

Any student arriving before 8:15 am must go to Before-Care and his/her parents/guardians will be charged the daily drop-in rate of \$7.00.

Tardiness

Students who arrive after 8:30 am are considered tardy. Students should report to their classroom after receiving Tardy Slip from the Security Officer at the front desk. Students who are tardy miss important information, do not get off to a strong start for the day, and disrupt class because the teacher has to accommodate their late arrival.

Early Departure

In order for your child to achieve his or her fullest potential, it is important for him/her to remain at school for the entire school day. Students should not be taken out of school early unless it is an **EMERGENCY**. Early departures must be made at least fifteen (15) minutes before the start of the afternoon Quiet Time which begins at 3:45 pm. Parents/guardians entering the building at Quiet Time must remain in the lobby until the end of Quiet Time. A student who is signed out for early dismissal **will not** be eligible to receive perfect attendance.

Grades Pre-K 3 – 5

If a child needs to leave school before the end of the day, a parent or designee **MUST** report to the Security Officer and sign the ***Early Departure Book***. Parents/guardians/designees must not wait in the hallway near classrooms or enter the classroom for the child. The office will call the child from the classroom. We ask that you follow this procedure for the protection of your child.

Grades 6 – 8

Students who need to be dismissed early must bring a note from their parent/guardian. The note must contain the reason for dismissal, a working telephone number and parent/guardian signature. The note should be given to your child's counselor, who in turn will call to verify the information. Once verified, the counselor will give the student a pass to leave the building. Parents/guardians who come to the building must report to the Security Officer, sign the ***Early Departure Book***, then have the child paged to the Main Office for dismissal.

ACADEMICS AND PROGRAMS

Academic Integrity

It is the practice of Ideal Academy to facilitate honesty and integrity among the student body.

Students must work to be successful in the classroom with each student's success based upon his/her own merit. To this end, academic misconduct of any kind is unacceptable. Academic misconduct can be defined to include but not be limited to giving or receiving of unauthorized aid on examinations or in the preparing of notebooks, themes, reports or other assignments; knowingly misrepresenting the source of any academic work; unauthorized changing of grades; unauthorized use of school approvals or forging of signatures; plagiarizing of another's work; or otherwise acting dishonestly in the classroom. Any breach in the academic integrity policy will result in a zero on the assignment and the parent/guardian will be notified. Repeated offenses will be dealt with according to the discipline policy.

Homework

Parent support and supervision of homework is an extremely important factor in building positive attitudes and study habits regarding homework. In helping with homework the proper role for parents is that of consultant, not participant, and a fine line divides the one from the other. When parents help

student with homework, the help should be brief. Parents can give examples, clarify directions, and provide guidance and encouragement, but should not actually do any of the student's homework.

Parents who participate in the "actual doing" of homework not only dilute whatever academic learning was intended, but also, and more importantly, cause the student to become dependent upon their continued presence and help where homework is concerned. If parents feel their child is asking for

help simply because he wants attention or wants someone else to do his thinking for him, they should not hesitate to say, "I am sure you can think that one through on your own. Stick with it!"

The following suggestions are designed to facilitate our student's learning responsibility for homework without incurring family conflicts:

1. Homework provides the opportunity for practice and application of academic skills. However, homework is also an exercise in accepting responsibility, perseverance and independent accomplishment. For all those reasons, it's even more important that the student do it with little help from his/her parents.
2. Parents can, and sometimes should, be available to help with homework. When they do, it should be for one of two reasons:
 - First, because the child is stuck at some point, has given it his/her all and legitimately needs adult guidance to get un-stuck.
 - Secondly, because she/he has finished the homework, but wants someone to review or proofread it.
3. Parents may need to set an upper time limit on homework. The super-conscientious student, wanting to turn in the "perfect" paper, may spend an inappropriate amount of time on homework. The student who is having a lot of difficulty or has a learning problem may struggle for too long a time to finish the assignment. The student may be responsible for deciding when to begin, but parents should decide when to call time.
4. The deadline should be consistent, say 7:30 pm every day, but can be temporarily suspended for special projects or assignments. The shortest route to a nightly never-ending homework marathon is to tell the child when to begin, but not when he/she must be done.
5. Completion of homework is the student's responsibility. Parents need to let their child learn responsibility by experiencing the consequences at school for failure to complete the assigned homework on time. Parents should also decide upon an appropriate consequence at home.
6. When working with your child on homework, maintaining a relaxed, stress-free atmosphere will help to build positive attitudes about school work and keep harmony in the family.
7. Step-up a time frame for your child to do his/her homework.

Grading Scale Pre-K 3 through Grade 8

Letter	Percentage	Rating Scale	What is Your Child Doing
---------------	-------------------	---------------------	---------------------------------

Grade			
A+	97 – 100	5	Exceeds Grade Level Standards <ul style="list-style-type: none"> • I've got it and • I can teach it to a friend
A	94 – 96		
A-	90 – 93		
B+	87 – 89	4	Meets Grade Level Standards <ul style="list-style-type: none"> • I get • I can do it by myself
B	84 – 86		
B-	80 – 83		
C+	77 – 79	3	Approaches Grade Level Standards <ul style="list-style-type: none"> • I kind of get it • I might need help
C	74 – 76		
C-	70 – 73		
D+	67 – 69	2	Partially Meets Grade Level Standards <ul style="list-style-type: none"> • I not sure if I get it • I need help
D	64 – 66		
D-	60 – 63		
F	0 – 59	1	Did Not Yet Meet Grade Level Standards <ul style="list-style-type: none"> • I don't get it • I need a lot of help

Field Trips

Field trips are intended to give students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Perhaps a field trip can best be described as a living laboratory in which learning is acquired through active hands-on experience with the rich resources of the local community. During the school year each class is permitted to take educational trips. **Each student must have a permission form completed and signed by his/her parent/guardian in order to attend any trips.** It is a privilege for students to attend off-campus activities. For students who cannot behave appropriately at school, a decision may be made that he/she will not go with his/her class on a trip unless accompanied by his/her parent/guardian. **Only ADULTS (18 years and older) may accompany students on field trips.**

Physical Education

Pre-K 3 through Grade 5 students who are physically fit and able to participate will have 210 minutes of physical activity weekly. This equates to 60 minutes of Physical Education (PE) and 30 minutes of physical activity daily (recess). Grades 6 through 8 students receive 225 minutes of physical activity weekly. If a child has limitations to prevent him/her from participating in PE, recess and other school activities, it will be necessary to submit a written notice to the Instructional Supervisor to be excused. Continued limitations will require the parent/guardian of that student to obtain a medical excuse from their child's doctor to keep on file.

Participation in Extra-Curricular Activities

The guidelines for continuing participation in extra-curricular activities are as follows:

1. All the teachers and administrators of the student must approve participation in extra-curricular activities.
2. A student must be present in school during the regular school day in order to participate in any meetings, rehearsals, games or performance on that day.
3. During a period of short or long-term suspension, a student will not participate in any phase of extra-curricular activities.

Heading of Papers

It is expected that students in Grades 3 through 8 use the approved format for the headings on all school papers. The approved format is: **On the right side of your paper, line by line**, write

NAME
DATE
GRADE
SUBJECT

Student Assessments

At Ideal Academy, students at all grades levels are assessed using a variety of student assessments throughout the year. Student assessments include observational instruments, teacher created tests and quizzes, interim benchmark assessments, externally developed exams, and the District of Columbia's standardized assessment called the Partnership for Assessment of Readiness for College and Careers

(PARCC), which begins in grade 3. Some assessments are administered to students individually and others are given to the whole class or smaller groups of students.

Progress Reports and Report Cards

Information on the educational progress of children will be reported to parents on a regular basis. Parent/teacher conferences are scheduled at least three times a year; however, conferences may be arranged at any time a need arises. All students in grades pre-kindergarten 3 through eight will receive progress reports four times at the midpoint of each advisory during the school year. Report cards will be distributed at each Parent-Teacher Conference held at the end of the 1st, 2nd, and 3rd advisories. The final report card will be mailed to homes within two weeks, at most, after the end of the school year.

Special Recognition of Students

Students are recognized throughout the year for excellent work and cooperative behavior. We feel that all efforts to encourage positive participation in school results in better performance. The following activities are our special recognition activities:

- Awards Day (Quarterly)
- Honor Roll (Quarterly)
- Perfect Attendance (Monthly & Quarterly)
- Citizenship (Quarterly)
- Special Subjects (Quarterly)
- Wall of Fame (throughout the year)

Promotion/Retention

Promotion will be based on student's meeting grade-level standards, and will be determined by a student's assessment information, teacher recommendation, and principal approval. Students who are at risk of not being promoted will be identified during the third advisory, and a conversation with each student's family will take place in March or April. All students who are candidates for retention will receive additional academic support and be closely monitored. Final decisions may be made as late as June as to what is most appropriate for the child and the circumstances. If a student must be retained, then the classroom teacher, administration, and family will meet discuss how the upcoming year will offer the student different and sufficient supports to ensure the student's success.

Promotion Exercise

At Ideal Academy only the eighth grade students participate in promotion exercises. The eighth grade promotion exercise is a privilege and students who receive D and F grades in citizenship during the course of the school year may be barred by the Principal from participation in this activity. Students who are barred from participation in the promotion exercise **are not** allowed to come to the venue.

Promotion Fee

The eighth grade promotion exercise and luncheon will be held off-campus. There is a promotion fee associated with this exercise.

Promotion Dress Code

Boys

- Shirt
- Slacks
- Tie/Bowtie

OR

- Suit

Girls

- Dress (must at least come to the knee)
- #### **OR**
- Blouse and skirt (no spaghetti straps or low necklines; skirt must at least come to the knee)

Summer School

All students who are not scoring at the **proficient level** or **above** will be **required** to attend the summer session and work on strengthening those reading and/or mathematics skills in which they show deficiencies.

Special Education Services

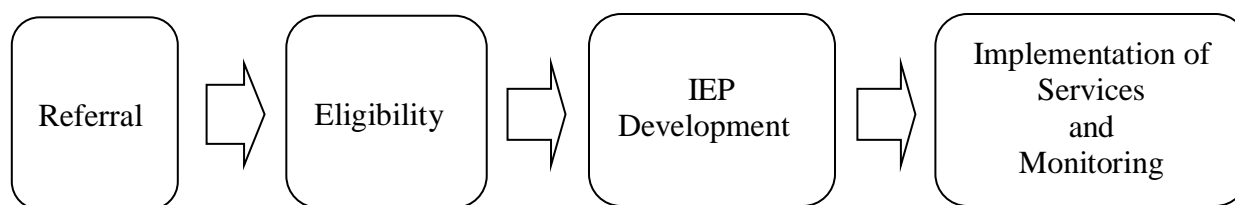
As all students are welcomed and valued at Ideal Academy, those students with special needs are provided individualized and/or small group instruction, as well as related services in the Inclusive Environment as indicated on a current Individualized Education Plan (IEP). In accordance with federal laws and municipal registrations, services are provided to students with disabilities in the general education setting in proximity to their peers by special education teachers and related services providers who collaborate and co-plan with the classroom instructors.

Students suspected of requiring specialized instruction are referred to the school's Student Support Team. This process includes the parent and members with knowledge of the student's performance in the general education classroom. Once strategies and interventions are implemented and the process

warrants, students will be referred for consideration for special education eligibility. Ideal Academy has a relationship with the DCPS Office of Specialized Instruction for the purpose of facilitating timely evaluations to determine the eligibility for specialized instruction and related service needs of students whose disabilities impact access and progress in the general education setting. IAPCS provides individualized instruction and the related services of Behavioral Support, Speech and Language Services, and Occupational Therapy to students with Speech and Language Impairments, Intellectual Disabilities, Specific Learning Disabilities, Multiple Disabilities, Developmental Disabilities, Emotional Disturbances and Other Health Impairments.

Parents with newly enrolled students should advise the Special Education Coordinator of any previous Individualized Education Plans (IEPs), Individualized Family Service Plans (IFSPs) or recent assessments to determine the student's eligibility for specialized instruction or related service(s).

Using DCPS Special Education Guidelines as a model, IAPCS follows the prescribed steps to navigate through the Special Education Process:



Counseling Services

Counselors are available to address your child's needs.

When to see the Counselor

1. Problems with friends, brother/sister, classmates, parents, oneself, etc.
2. Problems with studying, test taking skills, test interpretation and learning.
3. Concerns about class progress (failing, work too easy, grades and promotion).
4. Problems with drugs, smoking, pregnancy, child abuse, suicide, etc.
5. Problems involving bullying.
6. Anger management.

How to see the Counselor

1. Self-referral or referral by an administrator/teacher/another staff member/parent.
2. The Counselor contacts students after a request for an appointment has been made.
3. Students must have a pass from their teacher to visit and return from the Counselor.

Programs

Ideal Person Program

The Ideal Person Program is employed in Pre-K 3 through grade 8 to help students learn the meaning and importance of positive values and character traits, and internalize them through activity. Nine families of qualities and their associated characteristics are studied. Each family is studied and exemplified for a period of one month. The nine families of qualities are linked to the Nguzo Saba (The Seven Principles) founded by Dr. Maulana Karenga in 1966. The seven principles are:

- **Umoja (Unity)** To strive for and maintain unity in the family, community, nation, and race.
- **Kujichagulia (Self-determination)** To define ourselves, name ourselves, create for ourselves and speak for ourselves instead of being defined, named, created for and spoken for by others.
- **Ujima (Collective Work and Responsibility)** To build and maintain our community together and make our sisters' and brothers' problems our problems, and to solve them together.
- **Ujamaa (Cooperative Economics)** To build and maintain our own stores, shops and other businesses and to profit from them together.
- **Nia (Purpose)** To make our collective vocation the building and developing of our community in order to restore our people to their traditional greatness.
- **Kuumba (Creativity)** To do always as much as we can, in the way we can, in order to leave our community more beautiful and beneficial than we inherited it.
- **Imani (Faith)** To believe with all our heart in our people, our parents, our teacher, our leaders and the righteousness and victory of our struggle.

NINE FAMILIES OF QUALITIES OF THE IDEAL PERSON	NGUZ0 SABA
Loving/loved Helpful/kind Compassionate/forgiving Friendly	Umoja (Unity)
Faithful/devoted Loyal to goodness Loyal to fellow human beings Loyal and supportive of all life Belief, confidence, steadfast Fidelity, trustworthy, worthy	Imani (Faith)
Truthful, virtuous Knower of truth, lover of truth Righteousness, moral, goodness Integrity, trustworthy, honesty Chastity, purity Ethical Lover of righteousness and justice	Nia (Purpose)
Wise/sagacious Seer, sage Knowledge, foresight, insight Judgment Intelligent, learned Lover of knowledge Right thinking	Ujamaa (Cooperative Economics)
Self-control, self-discipline Has good control of senses and appetites Has control of speech and behavior Has the power to eliminate undesired thoughts, words and deeds Right conduct Will power Strives to achieve perfection	Kujichagulia (Self-determination)
Giving/magnanimous Charitable, generous Benevolent, bountiful Unselfish Dedicated to the welfare of all Universal goodwill	Ujima (Collective work/responsibility)
Forgiving Powerful/brave Mighty/strength Dominion, toughness Boldness, valor, daring, intrepid Stability, durability	
Creative/purposeful Imaginative, Inspired Visionary Inventive, original	Kuumba (Creativity)

Resourceful, clever Goal-oriented Harmonious	
Joyous/enthusiastic Spirited, eager, excited Happy, satisfied, blissful Contented, cheerful	

IDEAL POWER STATEMENTS

Students are required to learn and recite the Ideal Power Statements

LOVE AND APPRECIATION:

Mighty Ideal Person in me, I love you, I honor you, I truly appreciate you.
I see your light in every face and I am always living my oneness with you.

SELF-MASTERY:

I am master of myself; I control what I think, what I say and what I do.

WISDOM (LIGHT) INTELLIGENCE:

I Am! I Am! I Am! I Know I Am! The Light of Life that never ever fails.

LOVING (CARING, SHARING):

I Am somebody, somebody caring, somebody sharing, somebody daring to learn!

RESPONSIBILITY:

If it is to be, I Am the key!
If it is to be, I take responsibility!

RESPECT:

I respect myself; I respect everyone else.
I honor the highest in me; the highest in you is what I see, and what I attract to me.
I respect my family, my friends, my teachers and my school.
I respect my home, my city; I live the Golden Rule.
I treat others as I want them to treat me.
I live, and I let live, and I love, unconditionally.

HOPE/LOVE/STRENGTH/LIGHT:

I Am the hope of life that never fails!
I Am the love of life that mankind hails!
I Am the strength of life that sets all free
I Am the light of life that shines through me!!

COURAGE/WILL POWER:

I stand, face and conquer, with love here deep inside,
I stand, face and conquer, no matter what betides.
I stand, face and conquer, with courage in my call.
I stand, face and conquer, true master over all.

HUMILITY/GRATITUDE:

I Am! Because we are! Because we are, I Am.
I Am! Because we are! Because we are, I Am grateful.
I Am! Because we are! And we are all one people.
Sons and daughters of the Most High,
Princes and princesses of powerful queens and kings,
Heirs and successors of magnificent ancient civilizations,

Builders and conceivers of a new, great, Ideal nation.
We are the hope, the light, the past, the present and the future,
Of an Ideal, peaceful world.

JOY/ENTHUSIASM/SELF-MASTERY:

I Am great and I know it!

Almighty I am! Almighty I am! Almighty I am! I said it, I meant it and I'm here to represent it.

(Put your hands over your heart and say) "I AM IDEAL".

Quiet Time

At Ideal Academy a Quiet Time Program has been established to help our students focus in class and to maintain an orderly school environment. A goal of Ideal Academy's Mission is to reduce stress in order to promote student performance. Stress is a major cause of behavioral problems and is a barrier to learning. We have found that the Quiet Time program has helped our children to keep focused, reduced our in-school and out-of-school suspensions and motivated our staff to work in a more friendly and pleasing environment where children can learn to be self-reliant. The entire school engages in fifteen minutes of Quiet Time twice a day – in the morning (**8:45 am – 9:00 am**) and in the afternoon (**3:45pm–4:00pm**). ***Once Quiet Time has begun, there will be no interruptions.***

STUDENT EXPECTATIONS

Discipline Policy and Procedures

Philosophy

Ideal Academy believes that the most important function of our school is learning. Our goal is to provide a stimulating, pleasant, and educational atmosphere at the school. The purpose of discipline is to strengthen behaviors that will enable the child to grow and appropriately cope with similar experiences in the future.

Ideal's discipline policy is geared toward this goal of learning. The policy is designed to reflect a balance between the responsibilities and rights of the individual and the group and to inform students, staff and parents of the expectations for behavior at school. In order to provide an equal and appropriate educational opportunity for all students at Ideal Academy, there are four criteria that need to be followed to bring about the consistency and fairness we are seeking in dealing with children's behavior. They are:

RESPECT FOR ONESELF- Each person will avoid situations that could bring about physical and/or emotional harm to themselves.

RESPECT FOR THE RIGHTS OF OTHERS – Each person will avoid situations that could bring about physical and/or emotional harm to others. Each person will show respect towards others in words and actions.

APPROPRIATE GROUP BEHAVIOR – The students will enable each other in the group to pursue their educational experiences without interference.

RESPECT FOR PROPERTY – Each person will use materials and property in a manner in which they were intended to be used.

Hopefully, through this discipline policy, we can help children mature into happy, self-disciplined, and self-reliant children capable of behaving in an appropriate manner.

School Rules

1. I will respect and follow staff directions.
2. I will keep hands, feet and objects to myself.
3. I will respect people and property.
4. I will be where I am supposed to be, when I am supposed to be.
5. I will respect the IAPCS “Zero Tolerance” policy.

Bullying

Definition

Bullying is any pattern of behavior by a student, or a group of students that is intended to harass intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of actual physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students. Examples of bullying may include but are not limited to a pattern of behavior involving one or more of the following:

- Sarcastic “compliments” about another student’s personal appearance;
- Pointed questions intended to embarrass or humiliate;
- Mocking, taunting or belittling;
- Non-verbal threats and/or intimidation such as “fronting” or “cheating” a person;
- Demeaning humor relating to a student’s race, gender, ethnicity or personal characteristics;

- Blackmail, extortion, demands for protection money or other involuntary donations or loans;
- Blocking access to school property or facilities;
- Deliberate physical contact or injury to person or property;
- Stealing or hiding books or belongings; and/or
- Threats of harm to student(s), possessions, or others.

Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation; it robs persons of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the Administrators and staff at Ideal Academy.

Students who bully another person shall be held accountable for their actions whether it occurs on school grounds; or off school grounds at a school sponsored or approved function, activity or event; or going to or from school or a school activity.

Consequences of Bullying

- Verbal redirection/reprimand;
- Teacher/student/parent conference or administrator/student/parent conference;
- Behavior contract;
- In-school disciplinary action;
- Out-of-school disciplinary action;
- Police intervention and/or arrest.

IDEA/Section 504 Compliance

All disciplinary actions must be compliant with the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA). Students with disabilities are subject to the same disciplinary action as a non-disabled student, provided that the student's behavior is not a manifestation of his/her qualifying disability. A Manifestation Determination Team (MDT) must conduct a manifestation determination meeting whenever a student protected under IDEA or Section

504 is subjected to out-of-school suspension for 10 or more consecutive school days. If the team concludes that the violation is a manifestation of the student's qualifying disability, the discipline process must end and the MDT should review the IEP or 504 Plan to determine if changes are appropriate. If the violation is not a manifestation, the student is subject to the same disciplinary action that any non-disabled student would receive for the same violation.

Disciplinary Action

Discipline is best handled at the level where behavior change can be encouraged and documented. In problem solving models and DEBUGGING (See glossary) strategies, students are expected to resolve their own conflicts before resulting to adult intervention.

To achieve the best possible atmosphere for self-discipline, the steps listed below will be utilized. These steps are flexible and may be interchanged as each child is an individual and must be treated accordingly. The step(s) taken will depend on the severity of the infraction, frequency of occurrence, age, etc.

Listed below are the disciplinary actions which may be taken from the least severe (staff conference) to the most severe (expulsion from school):

1. A conference between the student and the staff member resulting in proactive measures and/or consequences, as appropriate.
2. Student-teacher-parent telephone or in-person conference resulting in consequences, as appropriate (e.g., detention).
3. Referral to the counselor and/or an administrator for conference and/or disciplinary action, as appropriate.
4. Parent-administrator conference with staff (and student, as appropriate).
5. In-school or out-of-school suspension.
6. Recommendation for expulsion.

Suspension

Two types of suspension, in-school suspension or out-of-school suspension may be enforced depending upon the frequency and severity of the infraction. ***In-school suspension*** may be applied when the student has disrupted the learning process of classmates through repeated disruptive behavior such as the following: repeated incidents of inappropriate language, inappropriate playground behavior and repeated disruptions in the classroom environment. After three (3) in-school suspensions, students who continue the disruptive behavior will face ***out-of-school suspension*** for a prescribed amount of time.

Before a student is faced with in-school suspension, suspension from school or expulsion, parents must be called to meet with the school administrator, the teacher and the student to discuss the situation.

Agreement regarding the consequences that the student should face at home and at school is obtained. It may be agreed that the student is in need of special services, such as counseling and self-esteem building. These special services are given on a case-by-case basis, as needed.

After three in-school suspensions and before a student is suspended from the school building, the parent is required to attend classes with their child for a prescribed amount of time which could range from one day to one week. The student will be given every opportunity possible to turn his or her behavior around prior to being suspended away from school or being expelled.

Expulsion

Students can be expelled from Ideal Academy only as a last resort. The administrators of the school, the classroom teacher and any other special care providers who serve the student's needs act as a team to make this determination. In order for a student to be expelled, this team must take a unanimous vote. If the team does not reach a unanimous decision the expulsion will not take place and the student will be given a long term suspension. The student will be required to complete academic assignments, be placed on a daily conduct slip (for a prescribed period of time) and sign a written agreement to not continue the undesirable behavior. Any student who fails to meet the terms of this agreement will be expelled from Ideal Academy.

Students who come to school under the influence of drugs or alcohol, or bring drugs, alcohol or weapons on the school grounds will be immediately suspended. If a second of these offenses occurs, it will result in immediate suspension. Students who bring weapons to school or in any way seriously threaten the health and safety of other Ideal students or school personnel will be immediately expelled for a minimum of one school year.

Due Process

1. All appeals of a decision should begin with the staff member making the decision.
2. Students may appeal to the principal.
3. The principal hears the appeal within three school days and notifies the student /parent of his/her decision.
4. The decision of the principal may be appealed to the chairperson of the Ideal Academy Public Charter School Board of Trustees.
5. Please contact Principal George H. Rutherford II, Ph.D. at (202) 729-6660.

Student Conduct Sheets

All students in Grades Pre-K 3 through 8 who are having behavioral problems will have their behavior assessed daily. Students will receive an individual Citizenship grade at the end of each advisory.

Morning Arrival

Students will...

1. Walk quietly to the cafeteria; and
2. Follow cafeteria procedures.

Cubbies & Lockers

Cubbies and lockers should be kept neatly and organized at all times. Visits to cubbies and lockers should be made as quickly and quietly as possible.

Pre-K 3 thru Grade 3 Students

On arrival to the classroom in the morning, students will:

1. Take out what may be needed for the day;
2. Place backpack and other belongings in assigned cubbies; and
3. Enter classroom for morning opening activities.

Before lunch students will:

1. Get lunch out of backpacks; and
2. Follow hallway rules.

Prior to afternoon quiet time, students will:

1. Pack backpacks with homework and other belongings;
2. Retrieve backpack and re-enter classroom for afternoon quiet time.

Grades 4 – 8 Students

All students in grades 4 – 8 will be assigned a school locker. Students will only be allowed to use Master Locks purchased from the school to secure their locker. **Lockers and locks are mandatory.**

For **grades 4 and 5** locker periods are limited to four (4) times per day:

- before school to retrieve homework and necessary materials
- before lunch to get lunchbox,
- after lunch to replace lunchbox, and
- at the end of the school day to pack up for dismissal.

For **grades 6 through 8** locker periods are limited to three (3) times per day:

- before school to retrieve homework and necessary morning materials,
- before lunch to put away used morning materials, and take materials for afternoon classes.
- at the end of the school day after the afternoon quiet time.

Assembly Etiquette

Students will...

1. Use restrooms before assemblies;

2. Enter and exit the assembly in a safe and quiet manner as directed by their teacher;
3. Use respectful and appropriate manners during assemblies;
4. Sit in their assigned areas with their teacher;
5. Clap or cheer when appropriate (**DO NOT** “Boo”); and
6. Obey the signal for “all quiet”.

Cafeteria Procedures

Students will...

1. With permission, enter and leave the cafeteria in an orderly manner;
2. Sit and stay in designated areas until further instructions are given.
3. Use an indoor voice;
4. Follow directions the first time they are given;
5. Place all trash carefully into appropriate containers at appropriate time;
6. Leave the tables and surrounding areas clean;
7. Walk at all times; and
8. Remain quiet during a silent lunch period.

Hallway Rules

Students will...

1. Obtain a hall pass when not accompanied by an adult;
2. Walk in a straight, quiet line;
3. Walk to the right of the hall;
4. Walk in a forward direction; and
5. Follow teacher-directed walking protocol (hands at side, or behind back, etc.).

Procedures for Getting to, While On, and Leaving the Playground

Students will...

1. Follow hallway rules until outside;

2. Resolve differences in a peaceful manner or seek adult help;
3. Take turns;
4. Go up and down the slide properly;
5. Tell the teacher if they lose the ball;
6. Not speak to strangers;
7. Only play in designated areas as specified by the teacher;
8. Respect recess supervisors;
9. Tell a teacher on duty when you get hurt or injured at once;
10. Receive permission from a member of the staff before leaving the playground; and
11. Respond according to the following whistle blows;
 - Upon hearing 1 whistle blow - children will stop and freeze; and
 - Upon hearing 2 consecutive whistle blows – children will line-up according to their grade level.
7. Remain quiet while entering the building and lining up at grade level doors.

Bathroom Rules

A pass is required to go to the bathroom.

1. Do not loiter in or around the bathroom.
2. Respect the privacy of others (do not look into other stalls; do not stand on toilets; and one person per stall).
3. Knock on stall door before entering the stall.
4. Use the bathroom, flush toilet/urinal, wash and dry hands.
5. Use paper towels only to dry your hands.
6. Place paper towel in trash container and exit the bathroom.
7. Keep the bathroom clean.
8. Report any problem to a staff member.

If your child has a medical condition which requires him/her to frequent the bathroom, you MUST provide medical proof of such.

Transitioning from Class to Class

It is expected that students transition from class to class in a straight line with members of their respective homeroom. Students should walk quietly to the right of the hall. **For grades 6 through 8 students**, tardiness to class without a pass is a violation of school rules and will be dealt with by a warning, parental conference and/or assignment to in-school suspension.

Afternoon Dismissal

Early Childhood & Elementary Students

At the end of afternoon quiet time students will...

1. Line up in the following order:
 - a. Bus riders
 - b. Van riders
 - c. Walkers
 - d. Parent pick-ups
 - e. Aftercare
2. Follow teacher to their assigned areas.

Middle School Students

Middle school students who ride the bus and van will be escorted outside to their pick-up area. All remaining students will stay in their homeroom to be dismissed by homeroom.

Behavior during Emergency Responses and Drills

Emergency responses and drills are serious matters and any misconduct during such is considered a serious disciplinary offense. Students should follow the directions outlined in the ***Emergency Response Protocols*** during drills and actual emergencies.

Trespassing

Students are specifically advised not to trespass in the following areas before, during, or after the school day ends:

1. Porches and lawns of homes in the neighborhood or the school;
2. Restaurants and stores;

3. Any other schools (including other school grounds) without written permission.

Ideal Academy maintains jurisdiction over student behavior to and from school. Ideal Academy students are expected to conduct themselves in a respectful manner from home to school and from school to home, or disciplinary action will be taken.

Jurisdiction

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Bringing of Money to School by Students

- With the exception of lunch and transportation money, students are not to bring money to school.
- The school will notify parents/guardians (in writing) when a student is to bring money for a field trip, or in any other case.

Prohibited Items on School Grounds

Problems may arise in school because students might bring items which could threaten the well-being of others or in some way interfere with the operation of the school. The following items are not permitted in the building or on campus:

- Baseballs, basketballs, footballs, soccer balls, softballs, etc.
- I-Pods, MP3 players, radios, CD players, game boys and PSP
- All cosmetics, combs and expensive jewelry
- Toys, cards and dice
- Skateboards, wheelies and bicycles
- Weapons of any type including toys or look-a-likes and any objects that can be used as such
- Cigarettes, matches, lighters, alcohol, fireworks, drugs, medication (unless it is prescribed by a doctor and delivered by a parent/guardian to the school) or any other dangerous substances
- Chewing gum, candy, sunflower seeds, etc.

- Glass containers
- Large amounts of money

If a student brings any item on the above list to school, it will be taken from the student and the parent/guardian will have to retrieve the item.

Cell Phones

STUDENTS ARE NOT PERMITTED TO USE CELL PHONES DURING SCHOOL HOURS. If it is necessary for your child to have a cell phone at school, the cell phone must be turned off and remain in his/her backpack or locker until the end of the school day. Students who violate this policy will have their cell phones confiscated. Only parents/guardians will be allowed to retrieve the cell phone. **The school is not responsible for damaged or lost cell phones.**

Uniform Policy

Ideal Academy is a uniform school. ALL students are required to be in uniform upon entering and leaving the building each day. This includes the first day of school. All students will wear dark green Ideal Academy logo polo shirt with khaki pants. Students must also wear white, dark green, black, brown or tan socks/tights (where applicable). ONLY green or white sweaters will be allowed to be worn inside the building. Please be advised that any student in grades Pre-K 3 through 8 who is not dressed appropriately upon entering the building will be escorted to the Counselor's office. Parents/Guardians will be called to either bring a uniform or to come pick up the student.

Please Note: Uniform shirts **MUST** be purchased from Ideal Academy. Sweaters and uniform pants may also be purchased from the school. **Sweaters must be ordered in advance.**

Category	Item	Price
Youth	Short Sleeve Polo Shirt	\$15.00
Youth	Long Sleeve Polo Shirt	\$16.00
Youth	Sweater	\$24.00
Adult	Short Sleeve Polo Shirt	\$16.00
Adult	Long Sleeve Polo Shirt	\$17.00

Adult	Sweater	\$26.00; XL \$27.00
All	Pants	\$12.00; Husky \$12.50
FULL SET	Shirt & Pants	\$25.00

You **MUST** purchase uniform khaki pants **ONLY (NO CARGO PANTS ALLOWED)**. *If you choose to have your child wear shorts or skorts, they must come to the knee.*

The following are unacceptable

- Hoodies
- Pants worn below the waistline
- Visible underwear
- Pocket chains and large chain necklaces
- Jeans worn under uniform pants
- Uniform pants that have been “fringed” at the cuff
- Headwear not worn for religious purposes
- Earrings larger than the size of a quarter

Please label your child’s outerwear (sweaters/coats/jackets). This will assist in alleviating lost items.

Lost items will be placed in the “Lost and Found” located in the Lobby at the Security Desk. Students who have lost articles should inquire at the Security Desk. **Lost items will only be kept for one month.** Any unclaimed articles will be donated to charitable organizations.

Internet Safety Policy

Please note: Students and parents/guardians will be required to sign an acknowledgement of receipt for the following Appropriate Use Guidelines document.

Guidelines

Ideal Academy Public Charter School has in place, and enforces, a policy of internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with internet access that protects against access through such computer to visual depictions that are:

- Obscene;
- Child pornography; and
- Harmful to minors.

The following guidelines must be adhered to by all persons who use the Ideal Academy Public Charter School computing and internet resources, whether from systems on campus or remote usage from off campus. The following does not cover every situation which pertains to proper or improper use of the computer resources, but does suggest some of the responsibilities which the user accepts if he/she chooses to use and ideal Academy PCS computing resource or the network access which the school provides.

1. Electronic communications and messaging are for Ideal Academy PCS related activities only. Fraudulent, harassing or obscene messages and /or other materials must not be transmitted over the internet or any other network on or off campus. Inappropriate messages include but are not limited to the following:
 - a. Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message.
 - b. Messages that harass an individual or group because of sex, race, religious beliefs, national origin, physical attributes or sexual orientation.
 - c. Messages that are obscene, contain child pornography, or harmful to minors.
2. All contents of files located anywhere on computer equipment owned or maintained by the Ideal Academy PCS is considered property of the school and may be searched by the school at any time and for any reason without prior notice.
3. Messages, sentiments, and declarations sent as electronic mail or postings must meet the same standards for distribution or display as if they were tangible documents or instruments. The user may publish opinions, but their origins must be clearly and accurately identified.

4. If the user wishes to participate in a news group of a controversial nature, a disclaimer must be included within the text of any document representative of Ideal Academy PCS.
5. If acting as the authorized agent of a group recognized by Ideal Academy PCS, the user must also identify the information as coming from an authorized representative of the group. Attempts to alter the "From" line or other attributes of origin in electronic mail, messages, or postings, constitute transgressions of Ideal Academy PCS rules.
6. The user must not create and send, or forward, electronic chain letters.
7. Creating, altering, or deleting any electronic information contained in, or posted to, any campus computer or affiliated network constitutes forgery, if it would be considered so on a tangible document or instrument.
8. The user must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other media belonging to other people, whether at Ideal Academy PCS or elsewhere, unless specifically authorized to do so by those individuals. Also, the user must not attempt to intercept, capture, alter, or interfere in any way with information on campus or global network paths.
9. The user must not, without authorization or entitlement, attempt to decrypt or translate encrypted material, or obtain system privileges. Such attempts constitute serious transgressions.
10. Encountering or observing a gap in system or network security must be reported to the Principal or other designated persons. The user must cease and desist from exploiting any such gaps in security.
11. The user must desist from interfering with the supervisory or accounting functions of the systems, or taking action likely to have such effects (i.e. using a computer without logging in with a user name).

12. The user must be sensitive to the public nature of shared facilities, taking care not to display or transmit any images, sounds or messages including material that could be considered pornographic which could create an atmosphere of discomfort or harassment for others. All viewed material can be monitored. The user must be prepared to reveal all resources accessed at the request of an administrative staff or Information Technology team member.
13. The user must not deliberately attempt to degrade the performance of a computer system on the internet or to deprive authorized personnel of resources or access to any computer system.
14. The user is restricted from game playing or chat rooms that are not courseware related. The user must refrain from using unwarranted or excessive amounts of storage; printing documents or files numerous times without checking thoroughly for errors and corrections; or running grossly inefficient programs when efficient ones are available. The user must be sensitive to special needs for software and services available in only one location, and relinquish the workstation to those whose work requires the special times.
15. The user must not prevent others from shared resources by running unattended processes or placing signs on devices to “reserve” them without authorization. Absence from a public computer or workstation should be no longer than warranted by a visit to the nearest restroom. A device unattended for more than ten minutes becomes available for someone else, and any process running on that device terminated. The user must not lock a workstation or computer which is in a public facility.
16. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations constitute sanctions against the abuser.
17. The user with a computer account becomes responsible for the use of that account. A sophisticated password will protect the account from unauthorized use. If the user discovers that another has made unauthorized use of an account, the password should be changed and the intrusion reported to the Principal or other designated persons. Passwords should be changed regularly to assure continued security of the account.

18. The Ideal Academy PCS presents programs and data obtained under contracts or licenses, saying they may be used, but not copied, cross-assembled, or reverse compiled. The user becomes responsible for determining that programs or data are not restricted in this manner before copying them in any form, or before reverse assembling or reverse compiling them in whole or in any part. If it is unclear whether the user has permission to copy such software, assume that permission does not exist.
19. If the user creates or maintains electronically stored information important to the user's work or to the Ideal Academy PCS in general that is not stored on a network file server, he/she is responsible for making frequent backups of the information.
20. No software may be installed and/or run on an Ideal Academy PCS computer without consent of the Principal or other designated persons.
21. The user may not use the resources of the internet/network for personal financial gain by posting messages that promote the products or services of a local business or the user's own product or services.
22. The user may not participate in any activity which violates the spirit of cooperation that is the basis of the internet. The individual is responsible for his/her image on the internet, as well as the image of Ideal Academy PCS. Any member of the Ideal Academy PCS community who has internet access must comply with these Appropriate Use Guidelines, the generally accepted policies and practices of the internet, and the local policies and procedures that apply to a resource to which the user may have access.
23. The user should be aware of local, state, and federal laws governing certain aspects of computer and telecommunications use. Members of the Ideal Academy PCS community are expected to respect these laws, as well as to observe and respect Ideal Academy PCS rules and regulations.

Procedure for Alleged Violations of these Guidelines

In the case of a minor violation, an initial warning letter will be issued to the individual via U.S./campus mail (not electronic mail), and the individual's account will be deactivated until the

person has a personal conference with the Principal and Director of Instructional Technology. The letter will state that the user's actions violated these Appropriate Use Guidelines as reviewed by the Instructional Technology staff and that the user must read and sign a copy of this document to regain his/her account. If the case is an alleged student violation it may also be referred to the Instructional Supervisors and Dean of Students for consideration under the provisions of the Student Code of Conduct. If the case is an alleged faculty or staff violation it may also be referred to the immediate supervisor.

If a second student violation occurs, the user's account will again be deactivated, followed by a letter describing the violation. The matter will be turned over to the Principal for consideration under the Student Code of Conduct.

If a second faculty or staff violation occurs, the user's account will again be deactivated, followed by a letter describing the violation. The matter will be turned over to the Principal.

Because of the sensitive nature of harassment charges and the need to protect the identity of the parties, all cases of alleged harassment involving a student will be brought immediately to the attention of Ideal Academy PCS Principal. No warning letter will be sent and no action will be taken against the alleged violator without the authorization of the Principal.

If, in the opinion of the Principal, a violation that is excessive or a blatant attempt to undermine the use of the internet, Ideal Academy PCS computer resources , or the reputation of Ideal Academy PCS is committed, the Principal reserves the right to disregard the warning process, immediately disable the user's account, and determine the appropriate disciplinary action in the case of a student or a faculty or staff violation.

Ideal Academy PCS with the advice of legal counsel, will cooperated with any local, state, or federal officials investigating an alleged crime committed by an individual who has an account on an Ideal Academy PCS computer system.

Student Code of Conduct/Discipline Plan

Ideal Academy Public Charter School Discipline Plan <i>*Consequences will be based on age/grade appropriateness</i>				
Expected Behavior	Proactive Strategies	Inappropriate Behavior	Responsive Strategies	Consequences
I will respect and	• State and review	• Disrespect/	• Regulated permission	• Time out

follow staff directions	<ul style="list-style-type: none"> rules Model respect Define respect Post rules Positive reinforcement Direct appeal to values Class meetings 	<ul style="list-style-type: none"> insubordination Disregard directions the first time they are given Disregard hallway rules Bring personal items (game boys, CD/MP3 players, skateboards, perfume, nail polish, etc.) to school 	<ul style="list-style-type: none"> Planned ignoring Verbal phrase Restate expectations Contract Refocus time Refer to counselor Parent notification Student/Admin. conference Mediation 	<ul style="list-style-type: none"> Student conference Parent conference Refer to Principal Community service Alternative structure Suspension
I will keep hands, feet and objects to myself	<ul style="list-style-type: none"> Social skills instruction Post rules Positive reinforcement Define personal space Hurdle help Direct appeal to values Class meetings 	<ul style="list-style-type: none"> Abusive/Physical behavior towards a student or a staff member 	<ul style="list-style-type: none"> Restate expectations Proximity control Signaling Restructuring environment Verbal warning Student conference Contract Crisis Intervention Mediation 	<ul style="list-style-type: none"> Time out Student conference Parent conference Refer to principal Community service Alternative structure Suspension
I will respect people and their property	<ul style="list-style-type: none"> Positive reinforcement Post rules Class meetings Recognition of well-kept classroom B.E.S.T program Modeling Direct appeal to values 	<ul style="list-style-type: none"> Lack of respect for other's property and person Taking other's property without permission Inappropriate/ improper language Computer abuse Vandalism Possession or use of intoxicants Bullying (this includes verbal, written, or illustrated threats to harm another individual) 	<ul style="list-style-type: none"> Close monitoring Refocus time Student conference Direct appeal to values Proximity controls Class meeting Refer to counselor Mediation Refer to principal Crisis intervention 	<ul style="list-style-type: none"> Student conference Time out Parent call/conference Student to restore property Refer to principal Community service Alternative structure Suspension Refer to police
I will respect the IAPCS "Zero Tolerance" Policy	<ul style="list-style-type: none"> Refer to Parent/Student Handbook Classroom teacher reinforcement Assemblies Pre K-5 Drug abuse prevention curriculum Class meetings 	<ul style="list-style-type: none"> Bomb threats Distribution of intoxicants Firearms Violent physical attack on a staff member or student Weapons used to cause bodily harm/injury Repeated bullying 	<ul style="list-style-type: none"> Fact finding investigation Hearing, if warranted Decision 	<ul style="list-style-type: none"> Long term suspension (10+ days) Police referral Expulsion

FAMILY INVOLVEMENT

It benefits the whole school community when our parents work with us on common goals and interests that support student learning. As a school we invite parents to become members of school committees. One such committee is the Leadership Team. This team develops and monitors the school's academic progress.

Ideal Academy sponsors parent retreats through which topics of interest to parents, retrieved from Parent/Guardian surveys, are discussed. Parent workshops in Literacy and Mathematics are also held to help parents in supporting their child's learning. Assistance in supporting their child's learning is also offered through parent-teacher conferences which are scheduled throughout the year, and through phone communications made by teachers. Parents are encouraged to become a member of the Parent-Teacher Organization (PTO) which supports the school through the sponsorship of school events and fundraising.

All parents of students who matriculate through Ideal Academy will be required to initial and sign a Parent Commitment agreement (signing the Parent Commitment agreement is part of the enrollment process). This agreement covers (I) Areas of Practicality (II) Health and Safety (III) Parent Relationships with Classroom Teachers, Administration and Staff (IV) Home Environment and Providing Academic Support for the Child (V) Other Areas.

I. Areas of practicality include but are not limited to the following:

- Getting the student to school on time.
- Making sure that the student is picked up from school on time.
- Ensuring that the student comes to school rested and alert.
- Making sure that the student does not bring items that distract from learning.

II. Areas of health and safety include but are not limited to the following:

- Keeping the student at home when he/she contracts a contagious disease (measles, chicken pox, ring worm, etc.).
- Bringing a doctor's note to school when the student returns.
- Giving permission to the school to make necessary arrangements for the student in case of a medical or other emergency which takes place at school.

III. Areas pertaining to relationships with teachers and the administration of the school include but are not limited to the following:

- Responding to regular communications with the teacher.
- Attending teacher conferences.
- Attending conferences with the school administration.
- Attending all IEP meetings when their presence is required.

IV. Areas related to home environment and supporting academic pursuits of the school include but are not limited to the following:

- Providing a home environment which is conducive to learning, and having high expectations for student performance.
- Attending parent workshops or training sessions designed to assist them in creating a supportive atmosphere and in developing strategies to assist their children in growing academically, socially and physically.
- Assisting the student with his/her homework and initialing homework assignments to acknowledge that they are completed.

V. Other areas include but not limited to the following:

- Making a commitment to volunteer ten (20) hours of service to the school per academic year.
- Giving permission for the student to go on field trips.
- Giving permission to Ideal Academy to use pictures of their child for publicity purposes.
- Participating in the Ideal Parent Teacher Organization (PTO).

Open Door Policy

Parents/guardians are welcomed to visit the school at any time. Parents/guardians who would like to visit their child's classroom should make arrangements with the teacher in advance (at least 1 – 2 days beforehand). A convenient time can be arranged to be in the best interest of the students and the daily

schedule. We request that you sign in at the security desk as you enter the building and then proceed to the Main Office.

Parent/Teacher Organization (PTO)

The purpose of the PTO is to enhance the educational experience at Ideal Academy, to develop a closer communication between school and home by encouraging parent involvement, and to improve the environment at Ideal Academy through volunteer and financial support. Parents/guardians of Ideal Academy students are encouraged to become a member of the PTO by paying a nominal registration fee of \$15.00 for the school year. Once members are formed, officers are elected. Teachers, administrators and board members of Ideal Academy may also join the PTO.

The PTO holds monthly meetings which parents/guardians are encouraged to attend. Members of the PTO assist with planning PTO sponsored events and providing information to students, families and the community. Ideal Academy's Parent Teacher Organization is available to all its students and their families.

Parent Volunteers

Each parent who has a child enrolled in Ideal Academy has committed to volunteer a minimum of two hours of service to the school per month. The following are suggestions:

- One-to-one reading or listening to a child read out loud
- Assist a small group using flash cards
- Assist with classroom environment
- Serve as room mom/dad
- Participate in fundraisers, picture day, dance, end- of-year events
- Share cultural events
- Chaperone class field trips

CALENDAR AND SCHEDULE

Calendar

It is very important that our parents/guardians and students are kept abreast of scheduled school activities and events. A school calendar is made available to all families at the beginning of the school

year. Extra copies of the school calendar are available in the Main Office for your convenience. School activities and events will also be posted on the school's website (www.iapcs.com).

School Hours

The official school day for students begins at **8:30 am** and ends at **4:00 pm**. Any student arriving after 8:30 am will be counted tardy and will be required to obtain a Tardy Slip from the Security Officer at the front desk before entering his/her classroom.

Office Hours

Many times during the school year you may find it necessary to call the school. The Main Office hours are 7:00 am to 6:00 pm. For your convenience the telephone number is (202) 729-6660 ext. 100.

Breakfast

Breakfast is served daily between 7:50 am and 8:25 am. Students arriving after the time window will not receive breakfast. Students must follow the cafeteria rules during breakfast time.

Lunch

Lunch is an important part of our health education emphasis. Lunch is served between 11:30 am and 2:00 pm. Lunch periods are staggered to accommodate all students and to ensure that all students are given ample time go through the line for service and to eat their lunch. Each lunch period is 30 minutes long. Students must follow the cafeteria rules during lunch time.

Students may bring their lunch daily. However, please be aware that the school **DOES NOT** microwave food for students. Vegetables, fruits, and milk are served daily. Pork and beef **are not** served. Vegetarian lunches are also served by the school caterer. Please let your child's teacher know if your child needs a vegetarian lunch ordered.

Recess

It is our intent to take students in grades Pre-K 3 through five outside for recess every day. During inclement weather, students will participate in indoor recess. Please dress your child in weather-appropriate clothing for outdoor recess days.

Inclement Weather Days

When school is **dismissed early** because of weather conditions, Ideal Academy will notify parents/guardians by media announcements, telephone calls, and/or e-mails. When school is **closed** or **abbreviated (2-hour delay)** because of weather conditions, parents/guardians and students should rely upon the televised news (**Channels 4, 5, 7, 8 and 9**) and the radio (**WTOP**). The school website (**www.iapcs.com**) is another source for updated news and events. Please listen/look for the school's name – Ideal Academy Public Charter School – when relying on media alerts.

Please note: Ideal Academy **does not** follow the decision of District of Columbia Public Schools regarding delays or closings due to inclement weather.

Extended Hours Services

Before-Care and After-Care are weekly services. An application must be completed for each child before he/she enters either program. A registration fee of \$20.00 per year per child must be paid prior to enrollment and must be submitted along with all required documents for admission. Fees are to be paid in advance on the PRIOR Friday for the following week's services. If there will be a third party payment, as from an employer or the city, a special payment schedule will be arranged and detailed in the contract. Parents will be responsible for any specified co-payments or unpaid amounts. Parents/Guardians will receive a separate handbook which outlines specific details regarding these services.

Before-Care Services

Before-Care begins at 7:00 am and ends at 8:10 am. The cost for Before-Care is \$30.00 per week per child. Families with two or more children should add an additional \$10.00 per week per child. **Any**

child who is not registered in Before-Care and arrives before 8:10 am will be charged a \$7.00 daily rate.

After-Care Services

After-Care begins at 4:00 pm and ends at 6:00 pm. The cost for After-Care is \$40.00 a week per child. Families with two or more children should add an additional \$15.00 a week per child. ***Any student who is not picked up by 4:10 pm will be sent to After-Care and the parents/guardians will be charged the drop-in rate of \$20.00 a day per child.***

Any student who remains after 6:00 pm will be assessed a late fee of \$20.00 for the first minute and \$1.00 per minute thereafter. All late fee payments must be paid on the same day that the lateness occurs. Consistent lateness will result in dismissal from the Program.

All outstanding financial obligations should be paid by the end of each semester. A student who has an outstanding financial obligation to Ideal Academy will not be able to obtain his/her end of year report card or withdrawal until the obligation is taken care of.

Birthday Celebrations

ONLY students in grades Pre-Kindergarten 3 and Pre-Kindergarten 4 will be allowed to have birthday celebrations during school hours. Birthday celebrations at school will require a one week notice from parents/guardians to the Early Childhood Coordinator (request forms are available in the Main Office). Celebrations are to begin promptly at 3:00 pm and must end promptly at 3:30 pm.

Celebrations are limited to cupcakes and juice. Parents/guardians are responsible for supervising their child's birthday celebrations.

There will be no in-school birthday celebrations for students in grades Kindergarten through 8.

HEALTH, SAFETY, AND SECURITY

School safety is a top priority for the Board of Trustees, administrators, teachers and staff. Ideal Academy maintains the health, safety and security of all students, staff and guests of the school. The

premises of Ideal Academy, located at 6130 North Capitol Street, NW Washington, DC 20011, conforms to fire codes and all other codes and regulations pertaining to the premises of a school building, and all applicable civil rights statutes and regulations as set forth by the Federal Government and the District of Columbia. All relative permits have been obtained and the building will be maintained accordingly throughout the period of occupancy.

Up-to-Date Contact Information

As part of the enrollment process, all parents/guardians have signed that they will keep their contact information up-to-date at all times. Ideal Academy must have up-to-date contact information for each student and his/her parents/guardians as it is essential in the event of an emergency.

Illness or Injury

Should your child become ill or impaired at school, you will be called to pick him/her up. The school does not administer over the counter medication. Ideal Academy will adhere to medication procedures as follows:

- Parents/Guardians are required to have their child's physician complete an authorization to administer medication form. The form can be obtained from the Main Office.
- Only medication that is in a pharmacy labeled container which includes the child's name, the name of the medication and the unit dosage, will be administered.

Please note: It is important to report changes of address and phone number promptly to your child's teacher and the Main Office.

Immunization of School Students

Immunizations are a requirement of the District of Columbia Law 3-20, Immunization of School Students Act of 1979; therefore, all school age children must show proof of required immunizations **before they are accepted** into the school environment. The **Health Certificate Form** is used to keep a record of the immunization process. The record must be updated annually.

If a child is not up-to-date according to the immunizations law, the child can and shall be excluded from school until the parent/guardian presents documentation from a doctor or medical facility

indicating that the child has received the next immunizations, which are required according to the developmental level of the child.

Communicable Diseases

If a child comes to school with a suspected communicable disease, i.e., ringworm, measles, etc., the classroom teacher or program assistant will escort the child immediately to the Certified Medical Aide. A determination by the Certified Medical Aide will be made at that time as to whether or not that child needs to be excluded from school. If it is determined that the child must be excluded, the parent/guardian will be called to pick up the child. **The parent/guardian must present a certificate from a doctor or medical facility upon the child's return indicating that the child is disease free.**

When a child is absent from school due to a communicable disease, the parent should ***immediately*** call the school with that information. This is particularly important if the child has chickenpox, measles,

strep throat, influenza, impetigo, conjunctivitis, ringworm, etc. **The parent/guardian must present a certificate from a doctor or medical facility upon the child's return indicating that the child is disease free.**

Medication

The administration of medication will follow the guidelines of ACT 1146 of 1995. All medications given during school hours require prescriptive authority and parent/guardian signed permission. Any medication given at school must be dispensed through a Certified Medical Aide. Medication will be supplied by the parent and will be given with the completion of required paperwork.

- Medication must be in original container with the child's name, and must have an expiration date.
- Medication should be enclosed in a Ziploc bag.
- Any change to the medication will require new orders.
- Parent/guardian is responsible to check medication into and out of school.
- The first dose of the medication should be given at home by the parent/guardian.
- Only medications prescribed to be given during school hours will be administered.

- Medication administration forms will be updated at the beginning of each school year or as needed.
- Leftover medication must be picked up at the end of the school year by the parent/guardian.

School Visitors

To provide a safe, secure and orderly environment at Ideal Academy, all persons except students and staff entering the building during the school day, must sign in at the security desk and then report to the Main Office before proceeding to any other part of the building.

Smoking

The District of Columbia has restricted smoking in and on school facilities. As a result, smoking is not permitted in Ideal Academy's building or on the school grounds. Violators will be subject to penalties of the law.

Extreme Heat/Cold

Ideal Academy relies on the National Weather Service to determine when the weather is too hot or too cold for students to participate in outdoor activities such as recess. Students will not participate in outdoor activities when there is a Code Orange or Red heat alert OR when the temperature or wind chill is below 32 degrees Fahrenheit.

Emergency Response Plan

Ideal Academy has an Emergency Response Plan which defines the steps that should be taken to ensure the safety of all children. As our culture and environment continue to change, crisis response is modified to meet the most current demands in society.

All emergency protocols will be practiced at different intervals throughout the school year. Fire drills will be executed at least once each month in accordance with regulations provided by the Division of Safety and Security. Students are expected to adhere to the established response protocols for each emergency.

Emergency Response Protocols

Alert Status Procedures

1. All outdoor activities will be cancelled.
2. The school will be secured by locking all doors from the inside. (*Do not chain any doors.*)
3. The staff will be informed of “Alert Status”.
4. Students will be informed of the heightened “Alert Status” in an age-appropriate manner.
Secondary students may be informed by use of the intercom. Elementary teachers will inform their students by explaining the situation to each class.
5. Security officers will be posted near the front entrance of the school to secure the entrance and to allow individuals with proper identification to enter the building to conduct their business as well as to exit.
6. Conduct classes and activities within the building in a normal manner.

Bomb Threats

Follow the ***Evacuation Procedures for Buildings*** as listed below.

1. Each teacher should bring their daily attendance record books with them.
2. Students, under the supervision of teachers, should evacuate the building immediately using the designated evacuation routes.
3. All students are to walk briskly and refrain from talking, pushing, shoving, running, or any type of disorderly conduct.
4. Students and staff will go to their designated evacuation location without stopping for student/staff belongings.
5. Teachers must take roll once their class has reached the outside assembly area and report to the designated Coordinator the names of any missing persons.
6. All personnel will remain outside until the “***ALL CLEAR***” signal is given by the Principal or designee.
7. Teachers will ensure that students remain in formation and return to the building in an orderly manner, and evaluate each drill with the children as soon as they return to the classroom.

Please Note: *Cellular phones and walkie-talkie should not be used during bomb threats as they may activate an explosive device.*

Fire

Follow the ***Evacuation Procedures for Buildings*** as listed above for bomb threats.

Earthquakes

Students should be aware that some earthquakes are actually foreshocks and that a larger earthquake might occur.

If indoors:

1. Stay there.
2. DROP – to the floor, take cover under desks, tables, or other heavy furniture and face away from the windows.
3. COVER – your eyes by leaning your face against your arms.
4. HOLD – on to the table or desk legs, and maintain present location/position.
5. ***After the quake*** evacuate the building following the ***Evacuation Procedures for Buildings*** listed above.

If outdoors:

1. Move away from the building, if possible.
2. Avoid utility poles and overhead wires.

If on a bus:

1. Stay in the bus.

Hurricanes

1. Stay inside!
2. Find a SAFE SPOT - get to small interior room, closet or hallway or lie on the floor under a heavy desk or table.
3. Move away from windows and glass doors.

Lockdown Procedures

Lockdown procedures will be activated if an emergency within or outside the building requires immediate action to protect the safety of students and staff.

1. A general announcement will be made over the intercom informing all students and staff members that the building will be under Lockdown Status until further notice.
2. When the announcement is made, students are to be cleared from the halls immediately and must report to the nearest available classroom where a teacher is present. Security officers and administrators will check hallways, restrooms, and other areas that may be occupied to ensure that everyone is evacuating to the closest classroom where a teacher is present.
3. Students in the main office, counselor's suite, cafeteria, and/or multipurpose rooms for lunch, assemblies, or large group activities will remain at these locations under the direction of the staff present at the time.
4. All windows and doors should be closed and locked, and no one should leave for any reason.
5. Cover all room and door windows if possible.
6. Stay away from all doors and windows.
7. Teachers should move all students to interior walls and sit on the floor.
8. Shut off lights.
9. ***BE QUIET!***
10. Teachers should document attendance, and wait for further instructions.

Tornados

1. Each teacher should bring their daily attendance record books with them.
2. Take the closest, safest route to shelter in designated safes areas.
3. Do not stop for student/staff belongings.
4. Close all doors.
5. Teachers must take roll once their class has reached the assembly area and report to the designated Coordinator the names of any missing persons.
6. All personnel will remain in safe area until the "***ALL CLEAR***" signal is given by the Principal or designee.

COMMUNICATION

Student and Family Contact Information

Ideal Academy must have up-to-date contact information for each student and his/her parents/guardians as it is essential for communication between the school and home. Please visit the Main Office to update any changes in telephone numbers or address. Also communicate any changes to your child's teacher.

Backpacks

As a part of being prepared for school and staying organized, we ask that each student brings a backpack to school daily. Please check your child's backpack **daily** for assignments and other communications from the school. **Backpacks with wheels are prohibited.**

"Important Dates to Remember"

At the end of each month, a flyer titled "***Important Dates to Remember***" will be distributed via students. This flyer will inform parents/guardians of all activities and events that will take place during the upcoming month. Please ensure that you check your child's backpack daily for any communications from his/her teacher or from the school.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled throughout the school year and the dates are printed in the school calendar. However, we encourage parents/guardians to have regular conferences with their child's teacher concerning their child's progress. Additional conferences with a teacher should be requested in writing. The teacher will contact the parent to schedule a suitable date and time. Conferences must be scheduled before school, after school or during a teacher's planning period in order to prevent interruption of the school day.

Telephone Usage

The school telephone is for business calls only. Students are not called to the school telephone except in case of an emergency. If an emergency should occur outside the school and the

parents/guardians should need to contact the student, they should call the **Main Office** at **(202) 729-6660** and leave a message for the student.

If an emergency occurs at school, a staff member will contact the student's parents/guardians. Parents/guardians will also be contacted when a student needs to go home because of illness. Please make arrangements for your child/children in advance in the event of an unexpected early closing of school or illness.

Parent-Staff Communication

As partners in your child's education we are committed to developing a strong relationship with all of our families. Parents/guardians calling to contact a teacher during class time should expect to leave a message. Call the Main Office at (202) 729-6660. Parents/guardians should leave their name and number, and the teacher will return your call as soon as possible. In addition, all staff members have an email account which parents/guardians may use for communication. However, teachers do not answer their email during the school day.

The school recognizes that complaints regarding staff performance, discipline, grades, student progress, and homework assignments will be made by students and parents/guardians from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Parents/guardians can expect all staff members to listen and assume the best intent. Ideal Academy asks that parents/guardians extend the same respect to all staff

members. Staff and family members are expected to model appropriate language and behavior for the students when resolving challenging issues. Inappropriate or threatening behavior can result in restricted access to school grounds and activities.

Website

Ideal Academy's website (www.iapcs.com) contains useful information for students and parents/guardians. We encourage students and parents/guardians to visit the website as often as possible.

Goedustar

Ideal Academy utilizes goedustar as our student information system. Goedustar allows parents/guardians and students access in real-time, from anywhere to information such as their

- Demographic/Personal Information
- Attendance Records
- Behavior/Discipline Records
- Grade/Report Card
- Progress Reports
- Schedule

All students and parents/guardians will be given a username and instructions for accessing the site.

TRANSPORTATION

Ideal Academy provides transportation to and from school for students who live nearest to the designated pick-up locations in the northeast and southeast quadrants of the city. Parents/guardians who would like to use this service must call the Main Office to ascertain space availability. Other students are transported by their parents, walk, or make use of the public Metro system. If special transportation via a private bus is required for field trips, parents/guardians will be notified by a permission slip sent home by teachers that must be signed by the students parent/guardian to enable his/her participation.

Student Drop-off and Pick-up

The safety of our students is of utmost importance when departing from our campus. Students arriving by bus or car should **only** be discharged at the front entrance of the school building.

Students, who are picked up by bus or car, will **only** be discharged from the school's front parking lot.

The street in front of our school is too congested and dangerous for pedestrian traffic. All students will be dismissed between 4:00 pm and 4:10 pm unless they are registered for After-Care.

Ideal Academy has developed procedures to ensure the quick, safe and easy arrival and departure of our students. During drop-off and pick-up times **NO PARKING** is permitted in the front parking lot

except for the two (2) handicap spaces (tag or permit must be displayed). The parking lot is able to accommodate four (4) lanes of traffic. Parents may pull up, take due precaution as they let their children out or pick them up, and continue out of the parking lot. If a parent/guardian needs to come into the school building, he/she should park on the street or in the rear parking lot.

Safety is our main concern, and it is important to be kind to our neighbors. Though we recognize that drop-off/pick-up time can be frustrating, we ask that parents/guardians please exercise patience towards each other, in order to ensure safety and model kindness for our students.

Student Pick-up & Release

If a student will be picked up by a person other than the usual designee(s), Ideal Academy must have a note from the student's parents/guardians giving permission for the student to leave with the person. **Without proper notification, and Photo Identification, a student will not be allowed to leave the building with someone who is not on file as an "authorized pick-up",** even if the student knows the person. This procedure is a safety precaution for your child.

GRIEVANCE POLICY AND PROCEDURE

It is the policy of Ideal Academy that all employees, students, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its school. The following grievance procedure should be employed to ensure that complaints receive full consideration.

What May Be Grieved

Ideal Academy's grievance process should be used as follows:

1. To deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and
2. To resolve complaints of discrimination and harassment based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, or otherwise.

Who May Grieve

The procedures set forth below may be used by a grievant who is an employee, student, parent, or visitor. The identities of the grievant and respondents (the individuals against whom the allegations in the grievance are directed) will not be disclosed except as required by law or policy, or as necessary to fully investigate the grievance.

Other Remedies

The existence of this procedure does not bar a grievant from also filing claims in other forums to the extent permitted by state or federal law.

Filing Process

A grievant may file an informal or formal grievance, and is not required to file an informal grievance prior to filing a formal one.

Informal Grievance

Because most difficulties can be resolved by communicating a concern to someone, a grievant is encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor, or the Principal.

1. Individuals alleging discrimination, harassment, or retaliation pursuant to this Grievance Procedure must send the informal grievance to the Principal within 45 calendar days of the date of the actions or failures to act being grieved. This timeframe may be waived by Ideal Academy. The informal grievance must include the name of and contact information for the grievant, briefly describe the alleged discrimination, harassment, or retaliation, and signed by the grievant.
2. The Principal shall complete an investigation of the informal grievance within 10 calendar days of the receipt by Ideal Academy of the grievance.
3. The Principal shall schedule a meeting with the grievant that shall take place within 14 calendar days of the receipt by Ideal Academy of the grievance. If the grievant agrees, this

meeting may include the individual against whom the grievance was filed and other individuals, as necessary.

4. Within 21 calendar days of the receipt by Ideal Academy of the grievance, the Principal shall send a decision letter to the grievant which shall include the specific issues raised in the grievance, the resolution or failure to resolve, the remedies to be provided, if any, and the grievant's right to request a formal grievance. A copy of the decision letter, the complete record of the investigation, and notes concerning meetings with and negotiations between the parties shall be maintained by the Principal.

The grievant is not required to discuss his/her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

Formal Grievance

1. Individuals who want to file a formal grievance alleging discrimination, harassment, or retaliation pursuant to this Grievance Procedure must send the formal grievance to the Principal within 45 calendar days of the date of the actions or failures to act being grieved. For those who filed informal grievances, this timeframe is 30 calendar days of their receipt of the decision letter to the Principal. This timeframe may be waived by Ideal Academy. The formal grievance must be signed by the grievant, and include the following:
 - a) The name of and contact information for the grievant;
 - b) A clear and concise statement of the allegations;
 - c) A statement concerning how the actions or failures to act were discriminatory, constituted harassment or a failure to adequately address harassment, or were retaliatory;
 - d) The names of the respondents;
 - e) For those who filed informal grievances, a copy of the decision letter;
 - f) The requested remedies; and

- g) Whether a non-participating observer will be brought to the hearing (representatives, advocates, or other participants are not permitted at the hearing).
2. Within 7 calendar days of the receipt by the school of the formal grievance, the Principal shall appoint a Formal Grievance Panel and provide them with the grievance, all evidence submitted with the grievance, all information and evidence relating to the immediate intervention, if any, and, for those cases for which informal grievances were filed, the record of the investigation of the informal grievance and the decision letter. The Formal Grievance Panel shall be comprised of individuals, including a chair, who have received adequate training on the Grievance Procedures, how to conduct a hearing, and the issue raised by the grievance, and who were not directly or indirectly involved in the actions or failures to act that are the subject of the formal grievance.
 3. The Formal Grievance Panel shall complete an investigation of the grievance within 14 calendar days of the receipt by Ideal Academy of the grievance, except that, for those cases for which informal grievances were filed, it may elect to rely on the record of the investigation of the informal grievance and the decision letter instead of conducting an investigation.
 4. The Formal Grievance Panel shall schedule a Grievance Hearing for a date within 21 calendar days of the receipt by Ideal Academy of the formal grievance, and shall provide the grievant and respondents with at least 3 calendar days written notice of the Grievance Hearing. The Hearing Notice shall include the allegations, the general manner in which the hearing will be conducted, and the rights of the grievant and respondents at the hearing, including the rights to submit documentary evidence and verbal testimony, and the right of the grievant to cross-examine respondents and witnesses and rebut evidence. The grievant and respondents shall bring all witnesses and/or evidence to the Grievance Hearing, except that evidence previously submitted by the grievant in the informal or formal grievance process. The Formal Grievance Panel shall conduct the hearing, accept evidence, determine the order in which evidence will be presented and witnesses examined and cross-examined, identify any additional witnesses or evidence relevant to the grievant, and question the grievant, respondents, and/or witnesses.

5. Within 28 calendar days of the receipt by Ideal Academy of the request for a Grievance Hearing, the Formal Grievance Panel shall make and send a decision to the grievant and

respondents which shall include the specific issues raised in the grievance, the applicable standards, the facts alleged, specific findings concerning the merit or lack of merit of each allegation, the basis for the decision, the remedies to be provided, if any, and the grievant's right to appeal the decision.

Appeal Process

1. A grievant who is dissatisfied with the Formal Grievance Panel decision must send an appeal within 14 calendar days of their receipt of the decision to the Board of Trustees. The Appeal must be signed by the grievant and include the following:
 - a) The name and contact information for the grievant;
 - b) A copy of the Formal Grievance Panel decision; and
 - c) A statement concerning the specific flaws in Formal Grievance Panel decision and why that decision should be reversed.
2. Within 14 calendar days of the receipt by the Board of Trustees of the grievance, it shall send a final decision letter to the grievant. This final decision letter is not subject to appeal.

Prohibition against Retaliation

Ideal Academy pledges that it will not retaliate against person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy. In addition, Ideal Academy will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

Modification

Ideal Academy may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Ideal Academy.

Formal Federal Agency Complaint Procedures

A grievant also has the right to file a complaint with the Office for Civil Rights by:

1. mailing the complaint to:
Director, District of Columbia Office, Office for Civil Rights (OCR),
U.S. Department of Education, Office for Civil Rights, District of Columbia Office
400 Maryland Avenue SW
Washington, D.C. 20202-1475
2. faxing it to (202) 453-6021; or
3. filing it electronically at: <http://www.ed.gov/ocr/complaintprocess.html>

SAFEGUARD OF STUDENT INFORMATION POLICY

Ideal Academy and its employees have an ethical and legal obligation to respect the privacy of students and to protect and maintain the confidentiality of all information learned about the students, their family members and friends in the course of providing services to them.

Notification of Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the Ideal Academy Public Charter School ("School") receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by

the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

- A. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests.

This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.

- B. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if

the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. Ideal Academy PCS will forward such records upon request.

- C. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- D. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- E. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38.
- F. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- G. To accrediting organizations to carry out their accrediting functions.
- H. To parents of an eligible student if the student is a dependent for IRS tax purposes.
- I. To comply with a judicial order or lawfully issued subpoena.
- J. To appropriate officials in connection with a health or safety emergency
- K. To an agency caseworker or other representative of a State or local child welfare agency or authorized tribal organization when that organization is legally responsible for the care and protection of the student, pursuant to the Uninterrupted Scholars Act of 2013.
- L. Information the school has designated as “directory information” unless the parent or student over the age of 18 notifies the school in writing that they do not wish for directory information to be disclosed without prior consent.

GLOSSARY OF DISCIPLINE TERMS

Alternative Structure – An alternate work area.

B.E.S.T. (Better Educated Students in Training) – An instructional and educational program that encourages character building.

Classroom Meetings – Open-ended discussions are planned to develop thinking skills and to encourage students to relate what they know about a specific topic or behavior. Problem solving is an excellent format to use in assisting students to solve problems in everyday living. By using relevant topics such as character, responsibility, and friendship, students can make individual connections with generic discussions. The format is especially helpful in improving students' social behavior in school.

DEBUGGING – Students learn five strategies to use when peers are bothering them.

D – Decide to ignore

E –Exit, walk away

B –Be friendly

U – Use a firm message

G – Get adult help

Hurdle Help – Help to overcome an obstacle

Peer Mediation – Staff advisors train students to help peers resolve low level conflicts peacefully using a problem solving model.

Proactive Intervention Strategies – Preventive instructional measures by parents and staff to promote learning.

Regulated Permission – Modifying student privileges.

Responsive Measures – Measures taken by parents and staff to reinforce proactive measures.

Time Out - Temporary removal of a student from an activity or task as a consequence for inappropriate behavior.

Vandalism – Destruction of public property.

Zero Tolerance – Nondiscretionary expellable offenses (i.e. weapons, drugs, sexual misconduct).

APPROPRIATE USE GUIDELINES’ RECEIPT

I, the parent/guardian, by my signature below attest that I have received a copy of Ideal Academy Public Charter School’s Appropriate Use Guidelines. I further attest that I have read and understand these policies, and I agree to abide by them.


Printed Name – Parent/Guardian Date

Signature – Parent/Guardian Date

Student’s Current Grade Level _____

Printed Name – Student Date

Signature – Student Date



Signature – Principal

PARENT/STUDENT HANDBOOK RECEIPT

I, the parent/guardian, by my signature below attest that I have received a copy of Ideal Academy Public Charter School's Parent/Student Handbook with an effective date of **July 2016**. I further attest that I have read and understand these policies, and I agree to abide by them.

Printed Name – Student Date

Student's Current Grade Level _____

Printed Name – Parent/Guardian Date

Signature – Parent/Guardian Date