Management Procedure 4015
Version: A
Date Issued: 27 October 2004
Date Revised: 27 October 2004
Approved by: Jason Finlinson

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Lower Status Student's Handbook

Responsible Department: Program Directors

Purpose:

Provide guidelines for Lower Status Students in their activities at Academy at Ivy Ridge. Additional details for Upper Status Students are in MP 4014.

Scope:

This procedure shall apply to all Lower Status Students at Academy at Ivy Ridge.

Responsibilities

Director of Boys Program Director of Girls Program	To properly implement this procedure through all personnel interfacing with students.
All Academy at Ivy Ridge Upper Status students	To follow this procedure as required for Upper Status Students.

Table of Contents

1.0	Policy	3
2.0	Classroom	3
3.0	Weekly Progress Reports and Goals	3
4.0	Computer Lab Rules	4
5.0	Student Binders and Pens	6
6.0	Cheating in School	6
7.0	Testing	7
8.0	Tutoring	8
9.0	Academics	8
10.0	Transcripts	9
11.0	Student Education Plans	10
12.0	College and Military Applications	10
13.0	Entrance Examinations	10
14.0	Repeating a Course	10
15.0	Course Completion	11
16.0	High School Graduation	11
17.0	College Courses	11
18.0	Student Personal Book Policy	12
19.0	Library Rules	13
20.0	Videos	13
21.0	Science Labs	13

Attachments:

Form 0010.02	Procedure Change Notice	4

1.0 Policy

Upper status students shall have a set of rules commensurate to their level of accomplishment. This MP shall serve as their handbook. This handbook is informative, not directive, in nature. The information in this handbook is a summary of the policies and procedures documented in the Academy at Ivy Ridge documentation system. The policies and procedures are subject to change without notice and the final authority lies in the latest version of the appropriate Academy at Ivy Ridge MP. This handbook may be reproduced as an unofficial guiding document for distribution to Upper Status Students. Students should address questions on policies and procedures through their chain of command.

2.0 Classroom

2.1 A student is to attend class six days a week, six hours a day. Students who are absent during their class time are expected to make up their work as specified by their goal on the weekly progress report.

2.2 Upon entering the classroom, students are to go straight to their assigned chair and stand behind it until roll call is completed. Once roll is called students may sit down and begin working on their schoolwork.

2.3 There are to be **five** minutes of silence in the family before anyone may speak, ask questions or leave their seat for any reason, except: *therapy, kitchen duty, medical runs, vote ups or phone calls.*

2.4 Students are asked to behave appropriately and respectfully at all times: When a student needs to pass gas they are required to raise their hand and request to stand in the designated area with their staff to do so. The same rule applies to excessive burping or any noisy bodily function. (It is a CAT 1 Rude Manners 101 or 102)

2.5 To receive teacher assistance during class time the student needs to sign up on the Teacher Sign Up sheet, with name, family, subject.

2.6 Student should never be in a one-on-one situation with teacher, dorm parent, family representative or any other staff.

3.0 Weekly Progress Report and Goals

Weekly Progress Sheets are used for communication from students to teachers, from teacher to the family representative, and from family representatives to the parents. It also contains information about the student's weekly academics points and tests passed.

3.1 Students update their Weekly Progress Report on a daily basis. This includes:

- First name

- Family name
- Grade level
- Date information for the week
- Courses in progress
- Assignments completed
- Projects completed
- Quizzes, and tests passed and attempted during the day
- Points for self-evaluation

3.2 Bunk buddies whose buddy is not in the classroom during the day fill out their buddy's Weekly Progress Sheet for that day. The bunk buddy documents where their bunk buddy is for the day (med runs, study hall, intervention, sick bed, activities, etc).

3.3 The goal for the week ends on Thursday at the end of the school day. Any quizzes or tests taken after Thursday will be recorded on the next goal period. If you have reached your week's goal, go above and beyond

3.4 Tests recorded on the Weekly Progress Sheet shall not be recorded until the quiz or test has been graded. (Doing so is a CAT 2 Dishonesty)

4.0 Computer Lab Rules

4.1 Only academic schooling activities are to be performed in the computer lab. Students should only be in the computer lab to work on the computer based education system. Students who are not logged on the computer education system should be by their bunk leader or buddy with books or study material at hand. and in their family

4.2 Computer login takes place at the beginning of each class period and ends five minutes before the family is to leave the classroom.

4.3 During the five minutes before the students leave they should clean and straighten up their work area and take their school binders and reading books to their assigned shelves. (It is a CAT, Unsatisfactory Inspection, 108)

4.4 Whenever a student leaves the computer lab for any reason, they must log off of the **SOS** (Switched-On-Schoolhouse) program and off of the server.

4.5 Computers shall be shut down at night. (It is a CAT 4, cheating in school, not to log off of **SOS**.)

4.6 During a fire drill or security system alarm the students should line up immediately in the assigned area. They do not need to log off the computer in this situation.

4.7 When a computer, or any part of the system, stops working the student should put the keyboard on top of the CPU (tower). Report the computer as not operating to the

Dorm Parent or Teacher and ask for the next available computer. The student should also put a sign on the computer indicating that the machine is not in operation. When reporting a non-working computer or any form of equipment damage, write down the computer number and indicate the problem found.

4.8 Students are not to try to fix non-working computers or damaged equipment. Students are not to remove or add hardware to the computer. This includes the keyboard, mouse, monitor, network cables, and headphones. (It is a CAT 2 Disrespect to Property 203)

4.9 Students who purposely damage any computer hardware will lose their computer privilege. This includes: keyboard, mouse, monitor, and network cables. (It is a Cat 4 – Vandalism 406)

4.10 Students logging on to other student's accounts will result in loss of computer privileges. (It is a Cat 4, Cheating, 409)

4.11 Dorm Parents are not to use Teacher or Student **SOS** accounts.

4.12 The only food or drink allowed in the computer lab for students is a water bottle. These are to be kept on the floor at the leg of the computer desk. When students take a drink from their water bottles it is to be in the middle of the isle, an arm's length away from the computer desk.

4.13 Students are not to change the theme for the **SOS** software program. (It is a Cat 2, Disrupting School, 204)

4.14 Students are not to use the *Skip Problem Button* on the **SOS** program, unless it is a valid religious question. (It is a Cat 2 Dishonesty)

4.15 Students must be accompanied by staff at all times in the computer lab. (It is a Cat 2, Out of Area, 209)

4.16 Students are not to sit at the teacher workstation. (It is a CAT 2, Out of Area, 209)

4.17 Student who hack or attempt to alter the computer network system in any way will lose computer privileges. (It is a Cat 5, Serious Misconduct)

4.18 Students may not speak until they have been acknowledged and given permission by Dorm Parent or Teacher. (It is a CAT 2, Disrupting School)

4.19 Only one student is permitted at the teacher's desk at a time. (It is a CAT 2, Out of Area, 209)

4.20 Students are to be on task at all times. Examples of being off task include writing letters, drawing (unless it is an art class), and doodling, staring at a book or out the window, or low production during class time.

4.21 Students are to be at their assigned computer at all times.

4.22 Computers used shall be recorded daily on the Weekly Progress Sheet.

5.0 Student Binders and Pens

5.1 Students must keep scholastic and personal items in separate binders.

5.2 The binders are used for:

- Letters
- Personal journal
- Family pictures

5.3 Binders shall remain in the appropriate cupboard in the classroom except during seminar time, letter writing time and at night.

5.4 Binders are not to be left in the computer lab.

5.5 Pens are collected by the Dorm Parent when the students leave the classroom.

5.6 Notes taken from the software shall have the students name, subject, date and family on each piece of paper.

5.7 Homework must be signed and stored in the scholastic binder. (If it is not, CAT, Illegal Items, 315)

6.0 Cheating in School

Cheating in school is absolutely not tolerated. The following is not an exhaustive list but provides some guidance into the types of behavior that would be considered cheating.

- Sharing notes or answers
- Copying or looking at other student's notes
- Looking at other's computer screens or at tests
- Writing on any body parts with the intent to cheat
- Using cheat sheets
- Using the cut and paste function on the computer. Students are not to copy and paste lessons or questions from the lessons.
- Leaving paper in a textbook, blank or not (It is a CAT 4, Cheating, 409)

- Leaving binders, books, or notes in the computer lab when your family has left the room.
- Going back and looking at tests or quizzes previously taken
- Using notes while taking a test. Formulas for use during tests must first be approved by the teacher.
- No other programs may be open while taking a test on the SOS program. (Examples: Notepad, Encyclopedia, Dictionary, Internet)
- Plagiarism: The copying of articles, reports or quotes without proper citation, is considered cheating.

7.0 Testing

7.1 Students must take tests at the designated test table area.

7.2 A staff member must supervise the student.

7.3 Students may have the following items at the test area:
- The test
- Calculator
- Testing pen
- Blank answer sheet
- Formula sheet approved and signed and dated by the teacher

7.4 Students may not take quizzes or unit tests unless their homework has been completed. (It is a CAT 4, Cheating, 409)

7.5 Students must sign in and out for a paper test.

7.6 Students taking a test on the computer must put a cup on their CPU (tower). (It is a CAT 4, Cheating, 409)

7.7 Students may not come to the testing center unless it is their scheduled testing time. (It is a CAT 2, Out of Area, 209)

7.8 Students may not come to the academic office. (It is a CAT 2, Out of Area, 209)

7.9 Students at Academy at Ivy Ridge are required to earn a 80% or above to pass assignments, quizzes, and unit tests.

7.10 The students are required to do the following when they earn less than 80% on assignments, quizzes or unit tests.

- Redo the assignments with scores below 80%.
- Redo the quizzes and associated assignments if the quiz grade is less than 70%.

- Retake the quizzes or unit tests with scores less than 80%. If available, take an alternate form of the test for the later attempt.

7.11 Students who do not earn an 80% or higher on assignments, projects, labs, quiz, or test must have them cleared from the computer in order for them to be reworked.

7.12 To have a test cleared the student must:

- Record the score on their Weekly Progress Sheet
- Academic faculty will clear tests once a day. Asking a teacher to clear a test is disrespecting the teacher's time. (CAT, Manipulation, 109)
- There may be times when your answer is not in the form required by the computer and the computer grades it as incorrect. If this is a problem with your test, make a note on the Weekly Progress Sheet. The teacher will then review the test before clearing it from the computer. Circle the test that you want the teacher to review.

8.0 Tutoring

8.1 Students receive assistance from teachers and other staff when requested. Use the Teacher Sign-up sheet to make a request for tutoring.

8.2 Peer-to-Peer tutoring is a valuable learning tool, not only for those who receive assistance, but also for those who offer their assistance. Peer-to-Peer tutoring is done under the following guidelines:

8.2.1 The tutor's and the student's status add up to four. (Regular = 1, Achievement = 2, and Advanced = 3)

8.2.2 Permission is required from a teacher, dorm parent or upper status student

8.2.3 The teacher, dorm parent or upper status student listens and stands next to the students while they receive assistance. Lower status students who continue to talk without teacher, dorm parent, or student listening receive a CAT 2, Unauthorized Communication, 210.

8.3 Private tutoring can be considered by the Director of Academics if the student and parent or Guardian feel the student needs additional assistance in a given subject area.

9.0 Academics

9.1 All students will be enrolled in at least one course while attending Academy at Ivy Ridge. This includes students who have completed High School Graduation Requirements.

9.2 Completion goals above three per week are set by the student and the teacher. Any goal not set with teacher and student present will be an automatic three per week.

Students who want to have a goal of less than three may request approval from the Director of Academics. The request must be made in writing and will be reviewed before approval is granted.

9.3 Students who do not reach their goal for the week cannot participate in any activities including status activities and chorus.

9.4 Students who have two or more subjects must take at least one test from each subject to pass their track. Up to three tests from different subjects.

9.5 The number of tests passed per week is adjusted for seminars, off grounds, PC's, home passes and other valid reasons. If the number of tests to pass for a week is to be adjusted, the amount of time and the reason why must be recorded on the Weekly Progress Sheet. The track is lowered 1 for every two days of school missed.

9.6 Academic Deficiency (CAT 312): An academic deficiency is earned when a student does not meet their weekly goal, passing 3 tests each week. (Passing Grade is 80%) This consequence becomes official when the weekly list comes out on Friday at 4:00 p.m.

9.7 An Academic Deficiency will also be imposed for not filling out the Weekly Progress Sheet for the week or other academic rule violations deemed appropriate by a staff member.

10.0 Transcripts

Transcripts can be official or unofficial documents containing a cumulative record of a student's Junior or Senior High School career.

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10.1 Transcripts are only official if they have been signed and stamped with the official school seal.

10.2 The student's transcript includes grades and credits earned at Academy at Ivy Ridge and any previous schools where credit has been earned and the record has been received by the records department of Academy at Ivy Ridge.

10.3 Transcripts from previously attended schools are requested five to seven business days after a student has been enrolled at Academy at Ivy Ridge. The request is usually a fax sent directly to the previous school's guidance department. This may be delayed if the home school is out for vacation or during the summer.

10.4 Academy at Ivy Ridge transcripts are sent to parents or other schools upon request from the family representative or a student's parent or guardian. The processing of the transcript from time of request to being sent takes approximately seven business days.

11.0 Student Education Plans

Student Education Plans (SEP) are compiled and created by the academic records department of Academy at Ivy Ridge. The SEP is compiled upon receipt of any records from the student's previous schools. Students are placed on a college preparatory program unless a written request for another program is received from their parents. Students are exempt from taking a foreign language if previous school records show such an exemption or if they have dyslexia.

12.0 College and Military Applications

12.1 Entry into colleges and branches of the military service require an application for the chosen school or branch. The parent or legal guardian is responsible for obtaining and sending these applications to the academic department at Academy at Ivy Ridge.

12.2 The parent or guardian shall fill out as much of the form as possible. The student will complete the application with an academic counselor. The student will also prepare any required essays or special checklists.

12.3 Academy at Ivy Ridge will supply transcripts and diplomas required for the application process. All other requirements are the responsibility of the parent, guardian and student.

13.0 Entrance Examinations

Entrance examinations for colleges, universities or any private schools are the responsibility of the parent or guardian. This includes any examinations taken by the student that are not mandatory by the state of New York or required and administered by the Academic Staff at Academy at Ivy Ridge

13.1 The parent or guardian shall register their student for any of these examinations. The Academic Department can assist you with any questions you may have about these examinations.

13.2 Once the student is registered for an examination, the parent shall provide all necessary information, including entrance tickets, to the Academy at Ivy Ridge. Academy at Ivy Ridge can then arrange for the student to attend the testing session and complete the examination.

14.0 Repeating a Course

14.1 If a student fails a course before coming to Academy at Ivy Ridge they must retake this course first.

14.2 Students may retake courses in which they wish to improve their grades. This may be done only after completion of all requirements for High School Graduation.

14.3 Students may only retake courses that are offered at Academy at Ivy Ridge.

14.4 Courses that are repeated carry the same requirements as the regular course. The same work and passing scores are required for completion.

15.0 Course Completion

Students have completed a course when they have fulfilled the requirements outlined in the course description book. Course completion earns the student 50 points per half credit and 100 points for a full credit. Points are not given for anything less than a half credit.

16.0 High School Graduation

16.1 Students must earn 24 credits to complete graduation requirements for High School at Academy at Ivy Ridge. The credits must include all of the required courses in Mathematics, English, Social Studies, Science, Physical Education, Health, Art, Vocational, and Computers.

16.2 High school graduates will not receive their diploma until they withdraw from the school.

16.3 Students who graduate from the Program and graduate from High School will receive their diplomas at the PC III graduation ceremony.

16.4 Academy at Ivy Ridge does not provide GED exams or any GED preparation.

17.0 College Courses

Once a student has completed their high school requirements it is recommended they take college level, distance-learning courses. The parent or guardian is responsible for the request, application, course selection, and any fees or books that are required for the course. Some useful suggestions:

17.1 Choose a school the student plans to attend, or close to your home. In this way, if a student graduates the program before completion of the course they can still complete it at home. These credits are also more likely to be accepted to the student's chosen university.

17.2 If the school you choose is not the one your students wants to attend, check with the school they do want to attend to determine if the credits are transferable.

17.3 Choose core courses that are required for all types of college programs such as Freshman Math, English or Psychology. These are more transferable to other colleges.

17.4 College level courses may be used to improve the student's grade in a high school course. They must be taken while the student is enrolled at Academy at Ivy Ridge.

18.0 Student Personal Book Policy

18.1 Student's personal books must be marked with their names on the inside cover, any book left without a name on the cover becomes property of Academy at Ivy Ridge.

18.2 Students may have books sent from home if they meet the following criteria.

- The books are on the Academy at Ivy Ridge reading list, the New York State Regents reading list or some other State Education reading list. These lists can be found on the State Education websites. Book lists can be obtained from the academic office.
- The books are test preparatory books for the SAT, ACT, PSAT, Regents, or other school achievement test.
- The books are self improvement books. Examples include: Chicken Soup for the Soul, Who moved my Cheese, 7 Habits of High Effective People, and How to Win Friends and Influence People. They may also be academic course study guides.
- The books are reference books such as a Spanish-English Dictionary or a Thesaurus.
- The books are canonized religious books such as the Torah, Koran or Bible.
- The books are text books for a student's college courses.

18.3 Students who desire to donate books to Academy at Ivy Ridge are welcome to do so. To donate a book a student turns the book into the librarian with their name crossed out. A donation is permanent and the book cannot be returned to the student.

18.4 Books that students want to keep will be sent home.

18.5 In order for other students to read an individual's book it must be donated to the Academy at Ivy Ridge. (It is a CAT 3 Lending and Borrowing)

18.6 Family Representatives may only store books for a student whose name is written in the book. The family representative will not store books as a library check out system for their family.

18.7 Students may take only one personal book to their door rooms. Any more than one personal book in a dorm room will result in a CAT 315, Illegal Item. This may be self-help or a religious book.

18.8 Personal books left by a student, when they have been withdrawn from the Academy at Ivy Ridge, are donated to the Academy At Ivy Ridge library.

19.0 Library Rules

19.1 Students go to the library once a week for one half hour to check out library books. Book checkout out is under the direction of the librarian.

19.2 Students may check out one personal reading book and one reference book per week. The student may read a book as long as they check it out every week during library time.

19.3 Library books are to not to leave the classroom or reading area. (It is a CAT 315, Illegal Item)

19.4 If a lower status student is withdrawn from Academy at Ivy Ridge, their bunk buddy is responsible for returning the withdrawn student's library books.

19.5 If the student is an upper status student, the responsibility rests on the student's shift leader to return the books to the library.

19.6 Academy at Ivy Ridge staff is not permitted to check books out of the library.

19.7 Students shall not take library books on med runs.

20.0 Videos

20.1 Students are permitted to only watch G, PG and PG-13 movies.

20.2 Movies shall only be watched on Sunday during movie times or during special times approved by the program directors.

20.3 Staff may not bring in movies from home unless a program director or the school director has approved it in advance.

20.4 Any movie sent from home, and approved, will be donated to the Academy at Ivy Ridge.

21.0 Science Labs

A student who takes Earth Science, Biology or Chemistry shall take science lab with that subject.

21.1 The times and availability will be posted by the science teacher.

21.2 Generally there are no science labs during the Premier Education seminars and during the week of the New York State Regents Exams. (Regents are in June, August and January)

21.3 If you are in Study Hall or Intervention at the time of labs you may not attend them.

21.4 Students are required to complete 10 hrs of lab time for each science. New York state students are required to complete 20 hrs of lab time for each science before taking the New York State Regents Exam.

21.5 Lab rules

Every student signs and agrees to follow the rules of the lab (listed below). Any violation of the rules of the lab will result in loss of lab opportunity.

- Follow all teacher instructions
- **Protective goggles must be worn** while in dangerous proximity of heating anything, handling caustic or explosive chemicals (NYSE law 141.8 part 141), or as required by the teacher. Other protective equipment must be used as instructed by the teacher.
- Long hair must be pulled back and secured.
- Contact lenses may not be worn when using many chemicals.
- Report any injury to the teacher immediately.
- There is no food or beverage permitted in the laboratory.
- Horseplay will not be tolerated.
- Know fire drill procedures
- Know the location and operation of all safety equipment
- Allow adequate workspace by keeping aisles and tables as clear as possible.
- Be familiar with the experiment to be performed.
- Students are not permitted in the store rooms or prep room unless directed by the teacher.

21.6 All unauthorized experiments are prohibited. Use only materials and equipment authorized by the teacher. Do not touch any other materials.

21.7 Chemicals or equipment are not to be removed from the room.

21.8 Dispose of all chemicals and waste in proper containers.

21.9 ***Never touch, taste, or smell chemicals unless specifically instructed by Teacher***.

21.10 Never leave an experiment unattended.

21.11 Extinguish all burners when away from the work area.

21.12 Leave the laboratory as you found it.

End of Document

Management Procedure Change Log

Procedure Number: MP 4015
Current Revision Level: A
Date of Current Change: 27 October 2004
Title: Lower Status Student's Handbook

Revision Level	Description of Changes	Date of Change
A	Original document.	27 October 2004

MP Form 0010.02: 15 September 2003