



## THE IVYMOUNT SCHOOL FORMS CHECKLIST School Year 2016-2017

Enclosed you will find the materials necessary for your student to begin the 2015-16 School Year at Ivymount. Please carefully review this checklist and the enclosed materials, complete (with signatures) and return all of the forms, along with this checklist to Ivymount School **before the first day of the 2016-17 School Year – July 5, 2016.**

- 2016-2017 Student Information Form
- 2016-2017 Waiver and Release of Liability Regarding Listing in Student/Parent Directory
- 2016-2017 Permission and Policy Procedures Form
- 2016-2017 Media Release Form
- 2016-2017 Ivymount Student Technology Form
- 2016-2017 Ivymount Google Apps for Education Platform Form
- 2016-2017 Consent/Release Form Email Communication

Parents of DC students funded by DCPS or OSSE (for DC public charter students)

- I understand that if my student is funded by DC, I need to complete DC Residency Verification no later than October 5, 2016. I also understand that I can only submit documentation for verification of residency and DCPS enrollment forms at DCPS Central Office located at 1200 First Street, NE.



### 2016 – 2017 Student Information Form

Every year we need to update our school database. Please complete this form on both sides and return it to Ivymount School. **Please include emails for both parents/guardians, and at least one email address for your family.**  
(Information will be treated as confidential)

**STUDENT:**  
 First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Current mailing label: \_\_\_\_\_ Other parent/guardian to receive mailings: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Primary Parent e-mail: \_\_\_\_\_

**Legal Custody:**     mother     father     both     other (name) \_\_\_\_\_  
**Student lives with:**     mother     father     both     other (name) \_\_\_\_\_  
**Send School reports to:**     mother     father     both     other (name) \_\_\_\_\_

**FIRST PARENT**     Guardian  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Profession: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SECOND PARENT**     Guardian  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Profession: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please return this form to the school within 10 days of receipt.

**PLEASE COMPLETE REVERSE SIDE**

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

**Other Contacts in Case of Emergency**

First and Last Name	Relationship	Home #	Cell #	Work #

Primary Physician \_\_\_\_\_ Phone \_\_\_\_\_

Other Physician(s) we may need to contact: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Does your child take any medications?  Yes  No

If YES, which meds are to be given at school? \_\_\_\_\_

2. Which medications are given at home?

\_\_\_\_\_

3. Please indicate dosage & any special administration instructions: \_\_\_\_\_

\_\_\_\_\_

4. For what condition is medication needed? \_\_\_\_\_

\_\_\_\_\_

5. Does your child have any allergies?  Yes  No

If YES, list allergies: \_\_\_\_\_

Explain allergic reaction \_\_\_\_\_

6. Is your child on a special diet?  Yes  No

If YES, what are the special instructions? \_\_\_\_\_

\_\_\_\_\_

7. Has your child ever been stung by a bee?  Yes  No

Was there an unusual reaction? \_\_\_\_\_

8. Has your child had a seizure?  Yes  No

Care procedure during seizure: \_\_\_\_\_

\_\_\_\_\_

Care procedures after seizure: \_\_\_\_\_

\_\_\_\_\_

9. Any additional medical information we should know? \_\_\_\_\_

\_\_\_\_\_

10. IS THERE ANY SPECIAL INFORMATION WE NEED IF YOUR CHILD HAS TO GO TO THE EMERGENCY ROOM? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



### Waiver and Release of Liability Regarding Listing in 2016-2017 Student/Parent Directory

Every year The Ivy Mount School prints a directory of student/parent names and addresses that is made available to all Ivy Mount parents and staff. Please provide the information as you wish to have it listed in the space provided. **If you do not wish to be included in the directory please indicate by checking the information below.**

Student Name (please print): \_\_\_\_\_

\_\_\_\_\_ I DO NOT wish to participate in the student/parent directory.

\_\_\_\_\_ I authorize the following information to be included in the directory. **(Please check and print the information as you would like it published.)**

Student Name: \_\_\_\_\_

Parent name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***If not received by September 7, 2016 the information will not be printed in the 2016-2017 Student Directory.***



**Permission and Policy Procedures  
School Year 2016-2017**

STUDENT'S NAME (please print) \_\_\_\_\_

PLEASE INDICATE YES OR NO ON EACH LINE:

\_\_\_\_\_ The Ivy Mount School has my/our permission to send school reports and the results of any testing on my child to our local education agency. (Please specify agency.) \_\_\_\_\_

\_\_\_\_\_ Other: (Please specify) \_\_\_\_\_

\_\_\_\_\_ The Ivy Mount School has my/our permission to contact therapists or tutors who are working or have worked with my/our child outside of school, understanding that I/we will be so notified in advance.

\_\_\_\_\_ My/our child has permission to accompany the class on field trips. Transportation will be provided by private car, van or buses. (Parents will be informed of specific class trips in advance.)

\_\_\_\_\_ The Ivy Mount School has permission to administer standardized or formal/informal assessments/evaluations to my/our child in order to plan an individual program and assess progress in areas of Reading, Math, Language, Motor, Visual Perception, Social and Emotional, etc. I/we understand that I/we will be informed of the results.

\_\_\_\_\_ I/we have read the 2016-2017 Parent Handbook and agree to abide by the rules and regulations governing the operation of the Ivy Mount School.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



### Media Release Form 2016 – 2017 School Year

On occasion, The Ivymount School may wish to include photographs, images, likenesses, video/audio recordings or statements of Ivymount students and/or Ivymount student artwork/classwork in public relation materials (including but not limited to brochures, annual reports, newsletters, or advertisements) and/or the website or other media, or for staff training created and maintained by The Ivymount School in connection with school programs or events for the purpose of educating the public about our school, and in training materials. In this use, a student's full name, address, and biographical information will not be made public. We require written permission and release for this use. **Please note: it is extremely helpful to Ivymount to have the use of student images in our communications and internal training materials (used for staff training).**

Student Name (please print) \_\_\_\_\_

**Yes, I give The Ivymount School permission** to include photographs, images, likenesses, video/audio recordings or statements of my child and/or of my child's artwork/classwork on The Ivymount School website or in other media created and maintained by The Ivymount School for the purpose of publicizing The Ivymount School's educational programs, or for staff training, without compensation. I understand that no reference will be made to my child's first or last name, address or any other personal information without my explicit permission prior to the usage. I further understand that The Ivymount School will have exclusive ownership and control over, as well as copyright in, any such photographs, images, likenesses, recordings or statements. I authorize the use, editing and reproduction by The Ivymount School of photographs or recordings taken of my child, without compensation to me/my child. These photographs shall be the property, solely and completely, of The Ivymount School. I waive the right to inspect or approve the finished photographs or printed materials that may be used in conjunction with them.

**No, I do not give permission to The Ivymount School** to include photographs, images, likenesses, recordings or statements of my child on The Ivymount School website or other Ivymount media, or training materials.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*



### **Ivymount Student Technology Policy and Agreement**

Students at The Ivymount School are provided technology for assistive and educational purposes as needed. Access to both assistive and educational technology is based on each student's needs, as determined by the student's IEP, teachers, related service providers, and Ivymount technology specialists.

#### **Purpose of this Agreement**

- To support the security of all technology elements of Ivymount computer systems.
- To support educational and instructional purposes consistent with Ivymount's educational mission for all users of Ivymount computer systems, including Internet use for classroom-related activities and career development.
- To ensure appropriate academic use of the computer systems.

#### **Hardware**

Students at Ivymount have a variety of technologies available to them. Ivymount provides technology support and maintenance for Ivymount-owned equipment, and students are expected to use technology with care at all times. If a student damages a device or discovers damage, they should alert a teacher immediately.

Technology at Ivymount is only to be used as part of a student's educational program.

Students and their families may be held financially responsible for intentional damage to equipment, damage caused by neglect, or the cost of replacement in the event of a lost device.

#### **Network**

All classrooms at Ivymount have access to the internet through a login designated for each room. Student access is monitored by staff in the classroom and by technology specialists through the use of Ivymount's firewall. As outlined in Ivymount's Internet Safety Policy, Ivymount makes every reasonable effort to protect students from obscene content.

Students are responsible for their conduct on Ivymount's computer network. Access to this service is a privilege, not a right, and is reserved for those who agree to act in a responsible and respectful manner as outlined in this agreement. This privilege may be revoked for those who knowingly violate this agreement.



Ivymount network resources and printers are to be used only as part of a student's education at Ivymount.

### Access

The following rules and regulations are required for access to Ivymount's network resources.

- ◆ All students using the Internet must have parent and teacher approval and demonstrate an understanding of the rules and procedures for using the Internet at Ivymount.
- ◆ Students will only use Internet functions for which they have been trained and that have been approved by a teacher.
- ◆ Students should stay within the Internet sites that pertain to the current lesson and/or those educational sites that support the curriculum.
- ◆ Students will use appropriate, polite and socially acceptable language on the Internet.

The following activity is not permitted on Ivymount technology:

- Damaging or modifying computers, computer systems, computer networks, or other devices.
- Making purchases or sales on the Internet.
- Students may not type personal contact information on the Internet, including but not limited to: home address, phone number, or school address and phone number.
- Bullying, harassing, insulting, or attacking others.
- Violating copyright laws or attempting to pass off others' materials as your own.
- Trespassing in or modifying/deleting others' materials without their explicit permission.
- Using others' passwords or disclosing your password to an unauthorized person.
- Sending, viewing or displaying offensive messages or images (including defamatory, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.)
- Accessing any chat rooms or instant messaging while using the Ivymount computers.
- Uploading or downloading any materials without staff permission.

In addition, food and drink are not permitted at any computer workstation or near any Ivymount technology, including tablets.

Behavior that interferes with the safety and security of the computer system at Ivymount will not be tolerated and may result in the loss of computer/internet privileges. Students who are found to have violated any of the above may appear before a technology committee to create a plan for further computer/internet privileges.





**Ivymount Student Technology Agreement**  
**2016-2017 School Year**

I have read and understand The Ivymount School Technology Policy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

*My child has my permission to use technology at Ivymount School for educational purposes according to the Ivymount rules and regulations for student use of computers.*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



### Google Apps for Education Platform Permission Form

Ivymount School has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. However, no student will be assigned an account without parent or guardian approval. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps.

This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), email, and calendar. This will allow your student to collaborate with teachers and other students at Ivymount.

**Official Email Address:** Students will be assigned an "ed.ivymount.org" student email account. This account will be considered the student's official Ivymount email address until such time as the student is no longer enrolled at Ivymount. *This is not a personal email; it will be deleted upon the student's exit; and it will only allow sending and receiving email between staff and students at Ivymount. Exceptions to this filter may be made on a case by case basis for accounts that directly support a student's education, such as a parent email account.* The naming convention will be first and last initial, and could include a middle initial or number, followed by their program and ending with @ed.ivymount.org. For example: John Test in MAP could be jtmap@ed.ivymount.org. This naming convention may be adjusted based on the needs of a student.

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course related. Students should never say anything via email that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. Students will also not upload pictures or video of themselves or others to the Google Apps for Education services.

**Access Restriction:** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Ivymount School. Ivymount maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or Ivymount policies have occurred. In such cases, the alleged violation will be referred to staff for further investigation and application of necessary consequences.

**Security:** Ivymount cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, Ivymount cannot assure that users will not be exposed to non-educational material.

**Privacy:** Ivymount reserves the right to access and review content in the Google Apps for Education system at any time. Ivymount complies with all state and federal privacy laws.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. The Google Apps account will only be active with signed parental permission. Please fill out and return this permission slip to school.



## Google Apps FAQ

We wanted to notify you that we are in the process of setting up Google Apps for Education at Ivymount for our students. This new system, powered by Google, will provide Gmail to our school, as well as a suite of other Google products such as Google Drive and Calendar that will enable us to better communicate, share, and collaborate. We will be joining over 8 million other students and teachers that are already using Google Apps at schools around the world.

We are excited to offer Google Apps as it represents an important step towards our efforts towards making the curriculum accessible anywhere and on any device. These tools will support the high levels of collaboration that are required in today's classroom to prepare students with the communication and collaboration skills they're going to need.

### What's included in Google Apps?

- Gmail allows students to practice their email skills in a closed environment, students at Ivymount will only be able to contact and be contacted by [ivymount.org](http://ivymount.org) and [ed.ivymount.org](http://ed.ivymount.org) addresses. Because we have migrated to Google Apps for Education, any data on these accounts cannot be used for advertisements and no advertisements will be present within the Apps services.
- Google Calendar lets you create and share school or class calendars and events.
- Google Drive lets you create and share documents, spreadsheets, presentations, drawings, and forms. You can also upload any file to Google Docs and share it with others. Through Google Apps students at Ivymount each have 30 gigabytes of storage, plenty of room for all of the work they'll do at school.
- Google Chrome management allows us to further protect students from unwanted content in conjunction with the filters already in place at Ivymount.

### What are the benefits of Google Apps and what's included?

- Anytime, anywhere access - Google Apps works in any browser on any computer, which means you can access your email, calendars, and documents from school or at home.
- No flash drives required with documents and files stored in Google Docs.
- Teachers can be involved throughout the whole assignment process providing comments and feedback directly in the documents.
- Students can develop an e-portfolio of work throughout their years at Ivymount.
- Students own their data, and can download copies of any of their work at any time.

***Accounts will not be enabled without parent permission.***

We are excited to be bringing these tools to Ivymount. Don't hesitate in asking for more information about this decision and how it will impact you and your student!



**Google Apps for Education Platform Permission Form**  
**2016-2017 School Year**

**Student Name (Please Print)**

\_\_\_\_\_

Last Name	First Name	MI
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Date of Birth \_\_\_\_\_

\_\_\_\_\_ I give permission for my child to be assigned a Google Apps account.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

I agree to adhere to the guidelines stated above for use of my Google Apps account.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



To: All Ivymount Families

RE: Ivymount's email encryption program to protect student confidentiality

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Ivymount School is committed to protecting our student's confidentiality and is pleased to announce the use of the Secure Webmail System from McAfee. The Secure Webmail system requires you to log into the system using a username and password. Directions are included in this communication.

Ivymount School's policy is to utilize the secure webmail system for all reports.

All other communication regarding your student may be sent utilizing the secure webmail system or if you choose, may be sent directly to your email account if you complete the Consent/Release Form-Email Communication, which is attached.

If you do not complete and return this consent/release form, any communication that includes your student's name will be sent via the secure webmail system.

If you have any questions, please feel free to contact your child's program director or classroom teacher.



**Consent/Release Form-Email Communication  
School Year 2016-17**

STUDENT'S NAME (please print) \_\_\_\_\_

**Consent to Exchange Information: Email**

Ivymount School may wish to exchange information about students with parents (and/or students themselves) via electronic mail. Correspondence between a child's Educational Team and the parent/guardian may include the following topics: general information (updates regarding the student's school day, scheduling of meetings, school event information, transportation changes, student absences, etc.,) information specific to the student's health (concerns, medication, etc.,) information specific to the student's Behavior Intervention Plan, and/or information specific to the student's Individualized Education Program (IEP).

- Yes, I authorize** the exchange of information via non-secured electronic mail between myself and my child's Educational Team. I understand that I may withdraw my consent at any time, if I do so in writing to the Educational Team.
  
- No, I do not authorize** the exchange of information via non-secured electronic mail between myself and my child's Educational Team. All electronic mail needs to be sent via the secure webmail system. I understand that I must register with the Secure Webmail System in order to receive any communication.

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Directions for activating an account for secure webmail:**

The **first time** you receive a secure message you will be asked to activate your account



To activate your account, you fill out the registration form:



Encryption Console

**Register**

Language: English

Email Address:

\* First Name:

\* Last Name:

Company:

\* Password:

Password must be a minimum of 8 characters and include a combination of at least two of the following three groups: letters, numbers, symbol (e.g. password!)

\* Confirm Password:

**END USER LICENSE AGREEMENT**

By downloading, installing, copying, accessing, or using this software you agree to the terms of this agreement. If you are accepting these terms on behalf of another person or a company or other legal entity, you represent and warrant that you have full authority to bind that person, company, or legal entity to these terms.

IF YOU DO NOT AGREE TO THESE TERMS:

\* DO NOT DOWNLOAD, INSTALL, COPY, ACCESS, OR USE THE SOFTWARE, AND

I have read and agree to the terms and conditions set forth in the End User License Agreement.



Once the registration is completed, you will receive a message stating that your registration was successful, input your password and then open the email

Sign In form with fields for Language (English), Email Address (s@verizon.net), Password, and a Sign In button. Includes a link for 'Forgot your password or need to create a password?'

Once you have completed registration, when a secure email is sent, you will receive the following message, click on the link to access the secured message.



If you should have any questions or need any additional information, please feel free to send an email to [support@ivymount.org](mailto:support@ivymount.org) and our technology team will be happy to assist you.





### 2016-17 School Year Calendar

MONTH	DATE(S)	DAY(S)	EVENT	NOTE(S)
July	5	Tuesday	First day of 2016-2017 school year	1 <sup>st</sup> Quarter Begins
August	5	Friday		Early Dismissal
	8-12	Mon-Fri	Summer Break	NO SCHOOL
	15-19	Mon-Fri	Summer Break	NO SCHOOL
	22-23	Mon-Tues	Summer Break	NO SCHOOL
	24	Wednesday	Classes Resume	Wednesday Half-day Schedule
September	5	Monday	Labor Day Holiday	NO SCHOOL
	13	Tuesday	Back to School Night	
	29	Thursday	End of 1 <sup>st</sup> Quarter	
	30	Friday	Professional Day	NO SCHOOL FOR STUDENTS
October	3	Monday	Rosh Hashanah Holiday	NO SCHOOL
	4	Tuesday	2 <sup>nd</sup> Quarter Begins	
	12	Wednesday	Yom Kippur Holiday	NO SCHOOL
November	8	Tuesday	Professional Day	NO SCHOOL FOR STUDENTS (Election Day)
	19	Saturday	Ivymount Benefit Auction	Marriott Marquis
	23-25	Wed-Fri	Thanksgiving Holiday	NO SCHOOL
December	16	Friday	End of 2 <sup>nd</sup> Quarter	
	19-23	Mon-Fri	Winter Break	NO SCHOOL
	26-30	Mon-Fri	Winter Break	NO SCHOOL
January	2	Mon	New Year's Holiday	NO SCHOOL
	3	Tuesday	Classes Resume	3 <sup>rd</sup> Quarter Begins
	16	Monday	Martin Luther King, Jr. Holiday	NO SCHOOL
February	20	Monday	President's Day Holiday	NO SCHOOL
March	17	Friday	End of 3 <sup>rd</sup> Quarter	
	20	Monday	Professional Day	NO SCHOOL FOR STUDENTS (subject to change)
	21	Tuesday	4 <sup>th</sup> Quarter Begins	
April	10-14	Mon-Fri	Spring Break	NO SCHOOL
	17	Monday	Spring Break	NO SCHOOL
	18	Tuesday	Classes Resume	
May	18	Thursday	Professional Day	NO SCHOOL FOR STUDENTS (subject to change)
	29	Monday	Memorial Day Holiday	NO SCHOOL
June	7	Wednesday	Last Day of School for Students	End of 4 <sup>th</sup> Quarter (Wednesday Half-Day)
	8,9	Thurs, Fri	Inclement Weather Make-up Days	
	12-16	Mon-Fri	Inclement Weather Make-up Days	

Regular school hours are 8:45 am to 3:15 pm except Wednesday. School will be dismissed at 12:45 pm every Wednesday to allow for planning, professional in-services and parent conferences. All programs are 11 months with total days/total hours = 200/1200.

The Ivymount School follows the Inclement Weather Policy of Montgomery County Public Schools. When the county closes school due to inclement weather, Ivymount School is closed. When Montgomery County schools have a late opening, the Ivymount School has a late opening. If Montgomery County has a late opening on a Wednesday, Ivymount School will have a full day program and dismiss students at 3:15 p.m. Please check the radio, television, or our website ([www.ivymount.org](http://www.ivymount.org)) for this information rather than calling the school. If the Ivymount School changes this procedure for any day, you will be notified by telephone and email. The Ivymount School follows local, state and national directives regarding safety and/or security emergencies.



# Memo

To: Parents/Guardians  
From: Lee-Nadine Oppenheim  
Date: June 2016  
Re: Availability of Asbestos Management Plan

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In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress.

Please note, in August 2001, Ivymount School renovated and completed asbestos abatement. Ivymount School is asbestos free.

You can review this plan during normal business hours without cost or restriction.

If you have any questions about reviewing our management plan please contact me at (301) 469-0223 x112.