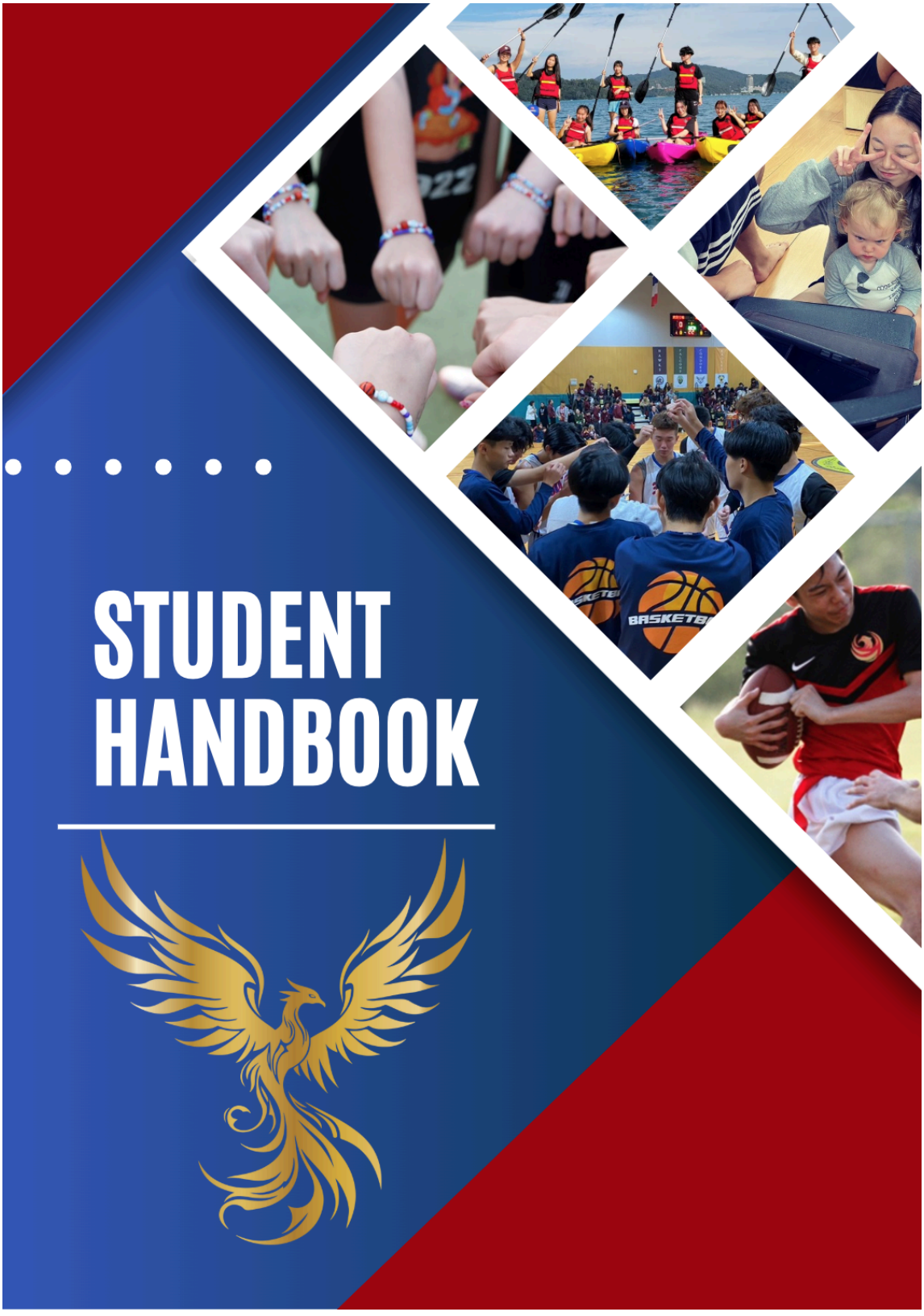

Updated 12/2024

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Headmaster's Letter

Dear Students,

Welcome back to another exciting school year! I hope you've had a wonderful and restful break, full of adventures and time spent with family and friends. As we embark on this new academic year, I want to extend a heartfelt welcome to each and every one of you.

Middle and high school are pivotal years in your educational journey, and I am excited to witness the energy and enthusiasm that you will bring with you as we start this year together. Our school is a place where we strive for excellence, encourage curiosity, and foster a supportive community. This year, we will continue to challenge ourselves academically, grow personally, and work together to make our school a place where everyone feels valued and inspired.

Remember, every new school year is a fresh start—a chance to set goals, embrace new opportunities, and take on exciting challenges. I encourage you to approach this year with an open mind and a positive attitude. Be curious, ask questions, and don't be afraid to step outside of your comfort zone. Your growth and success are at the heart of everything we do here.

Let's work together to make this year a memorable one. I am confident that with your hard work and dedication, we will achieve great things. Here's to a fantastic school year filled with learning, growth, and countless achievements.

Welcome back, and let's make it a great year!

Warmest regards,

Dr. Chris Perez
Headmaster

Introduction

History of Ivy Collegiate Academy

Founded in 2005 by Dr. Lee Yuan Hei, Ivy Collegiate Academy (ICA) stands as a beacon of excellence in American-style boarding education. Dr. Lee's visionary outlook, aimed at nurturing future leaders, has been the driving force behind our institution's ethos and curriculum. In 2025, the school will celebrate 20 years of holding true to this vision.

This ethos was continued and built upon by Dr. John Cheska, the longstanding head of school. For almost twenty years, Dr. Cheska guided the school through major transitions, laying a firm foundation of leadership, service, and scholarship. Dr. Cheska implemented many programs which are still cornerstones of the school today!

At ICA, the foundational leaders' visions were not just a concept; they are a living, breathing part of our daily life. Embedded within our curriculum and student activities is a strong emphasis on ethics and leadership. Every senior engages in a leadership symposium, delving into the intricacies of ethical decision-making and leadership principles.

Moreover, fostering a sense of ownership and responsibility, we empower students to actively participate in the management of our school. Through initiatives like our student government (STUGO), peer tutoring services, and various committees addressing key aspects of school life, students learn the value of collaboration and service.

Our prefect system further reinforces this culture of responsibility, with student prefects working alongside resident hall advisors to ensure smooth dormitory operations.

Central to our mission is the belief in Leadership through Service. Our entire school community engages in service projects, exemplified by events like Common Good Day and community service projects developed by National Honors Society.

In our commitment to social responsibility, ICA has forged partnerships with organizations like the Ren Shen Nursing Home, engaging in joint programs and cultural support efforts. Additionally, our annual fundraising initiatives extend support to causes such as aiding earthquake victims in Nepal and Taiwan.

Driven by innovation and student-centered principles, Ivy Collegiate Academy is more than just a school; it's a vibrant community that nurtures and empowers students on their journey to becoming responsible leaders of their generation.

ICA faculty, students, and leadership continue to look for ways to move our community forward through innovative teaching practices, experiential hands-on learning, collaborative projects, and attention to the most pressing issues facing our global community. Together, we believe we can change the world for the better, one step at a time.

Vision

> Developing and nurturing the learners and leaders we need for tomorrow, today.

Mission

> Cultivating a dynamic learning community where rigorous academics, fueled by a love for learning and attention to wellbeing, drive holistic growth. ICA's aims to develop responsible citizens who engage with the world, contribute to the common good, and explore their interests through programs that promote self-reliance, integrity, critical thinking, effective communication, global competency, and social responsibility.

ICA Core Values – Pillars of Our Community

ICA Core Values

These are the values that guide how we learn, live, and lead at Ivy Collegiate Academy. At ICA, we live our values — with heart, with purpose, and with curiosity.

❤️ *Compassion*

We treat others with kindness and empathy. We care deeply for those around us and strive to build an inclusive, respectful, and supportive community.

🔍 *Curiosity*

We ask questions, seek understanding, and stay eager to learn. Curiosity fuels creativity and helps us grow as thinkers and explorers.

💪 *Perseverance*

We don't give up when things get hard. We stay committed, embrace challenges, and keep learning from setbacks — knowing that growth takes effort and time.

📚 *Knowledgeable*

We build deep understanding across many subjects, applying what we learn in real-world contexts. Our learning is informed, thoughtful, and connected.

🧠✨ *Open-Mindedness*

We listen to different perspectives and respect diverse ideas and cultures.

🌍 *Global Citizenship*

We engage with the world beyond ourselves. We understand global issues, appreciate cultural diversity, and take action to contribute to the common good.

🌱 *Sustainability*

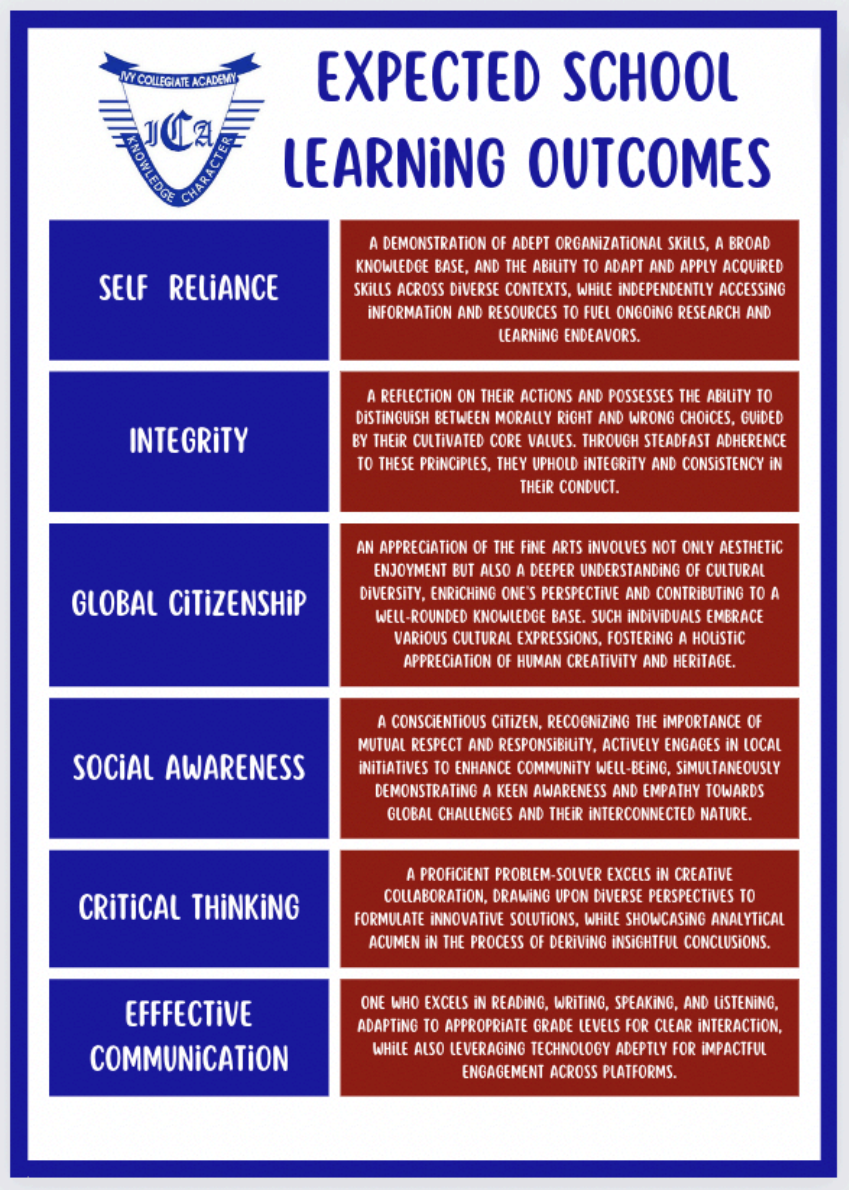
We care for our planet and make responsible choices for a better future. We learn how to live in balance with nature and help create a sustainable world.

🧭 *Experiential Learning*

We learn by doing — inside and outside the classroom. Fieldwork, service, projects, and real-world experiences help us connect what we learn to life.

Expected Schoolwide Learning Outcomes (ESLOs)

Expected schoolwide learning outcomes are outcomes that our students will apply and embody throughout their time at ICA. These outcomes ask students to think critically, communicate effectively, be socially aware and responsible, to be self reliant, to act with integrity, and to be a positive and active member of our global community. Each of these outcomes are in place to develop our students academically, socially, and emotionally. These SLOs will be evident in house competitions, daily lessons, assessments, and community life. Please see the full explanation of what each outcome includes on the next page.



Campus Calendar, Schedule, and Policy

School Calendar

Daily Schedule

	Time
Wake-up & Clean room	7:00-7:30
Breakfast	7:30-7:55
Period 1	8:00-8:50
Period 2	8:55-9:45
Assembly	9:50-10:05
Period 3	10:10-11:00
Period 4	11:05-11:55
Lunch	12:00-12:35
Period 5	12:40-1:25
Period 6	1:30-2:20
Cleaning Time	2:20-2:30
Period 7	2:30-3:20
Period 8	3:25-4:15
Activity Time	4:30-5:30 (5:45 for sports)
Dinner	6:00-6:30
Study Hall	7:00-9:00
Free Time	9:00-10:00
Sign-in	10:00
Lights Out	10:30

Admissions Policy

Admission to ICA is open to students between 7th and 12th grade for the academic school year and as young as 5th grade for the summer session. A personal interview and previous school records will be used to determine placement. A reading, writing, and mathematics test will be used to assess the best placement for the student.

Closed Campus Policy

ICA is a closed campus. Students are prohibited from leaving campus before the end of the school day (5:45 P.M.) without permission from the headmaster and student parents or guardians. Day students wishing to stay for office hours may not leave campus for any reason until office hours are completed (9:00 P.M.), unless an alternative time has been approved by an administrator.

Leaving Campus Policy

Students who have to leave school during the day or on a weekend must obtain a **Leave Pass** and sign out with the Main Office. A **Leave Pass** is given to students who first get parent/guardian permission either by a phone call, or personal contact and is **then approved and signed by the Head or Assistant Head.**

If an emergency occurs or the student becomes ill, he/she should report to the main office and phone home for permission to leave. Once a student leaves campus at the end of the school day, s/he **may not return** to school.

Failure to obtain a **Leave Pass and to sign out** when leaving the campus will result in disciplinary action per MOE recommendations and in line with our school rules, as it is a major safety violation. This may include loss of free time and parent phone conference. Student safety is of the utmost importance for all ICA community members.

Campus Hours

The campus opens at 7:00 A.M. and closes at 9:30 P.M. Boarding students must return from an open weekend by **6:00 PM** on Sunday to prepare for the week ahead.. Boarding students who are late returning on Sunday will have consequences, including loss of free time to make up for lost study hall time.

Multiple late returns will result in a parent meeting and increased consequences per the education department's guidelines. Day students wishing to stay on campus for office hours must sign-in in the office **before 6:00 PM** and leave campus no later than **9:05 PM.** Failure to comply with these working hours will result in consequences such as the removal of permission to be on campus after classes conclude.

Pick-Up Policy

Students must be picked up by an authorized adult. For boarding students, if a taxi or uber is the designated adult picking up the student, the driver's license plate and driver's license must be provided before leaving. Students are not permitted to drive other students to and from campus. During vacation dismissal, if someone other than a parent is signing the student out, parents/guardians must call the main office for confirmation and approval. Failure to comply with these policies will result in disciplinary action in line with the education department's guidelines.

If students forge signatures from parents regarding communication between the school and the parents, this is considered a major offense by school rules which follow MOE guidelines. Additionally, if students have someone other than their guardian or parents call for their release or communicate with the school on their behalf, this is considered a fraudulent action and a major offense by MOE guidelines. Consequences will be given in line with school rules and MOE guidelines.

Visitors, Guests, and Alumni

To ensure maximum safety for all stakeholders, guests are required to sign in with the school guard before entering campus. Visitors are then required to stop in the main office for confirmation. **Visitors will not be allowed on the campus without an appointment or official business.**

Appointments should be made in advance when calling on administrators. To maintain a safe campus, the school restricts visitors during class hours. Requests must be made to the administrator in charge in advance. All visits by alumni must be approved by the Headmaster or Assistant Headmaster.

Academic Program

Curriculum Overview

ICA is an international boarding school following an American curriculum. The curriculum is written with the intention that students will be prepared to successfully matriculate to a university upon graduation both in country and abroad. We encourage and prepare our students to register for and successfully complete Advanced Placement (AP) coursework. ICA is one of three schools in Taiwan that offer an AP Capstone Diploma to eligible students. Through high academic rigor and hands-on learning experiences such as laboratory experiments and field trips, ICA students are well-equipped to succeed in higher educational institutions post graduation. We aim to prepare students for the next phase of their lives through:

- Developing critical thinkers and problem solvers who investigate their world.
- Developing effective communicators.
- Embracing life-long learning and developing our students' awareness of the world as a set of systems which undergo constant change.
- Engaging in global participation and reflecting an international dimension in our learning.

- Developing moral principles and ethical responsibility.
- Working in collaboration to respond to the needs of the ICA community.

WASC Diploma Requirements

Ivy Collegiate Academy – WASC Diploma Requirements Summary

To be eligible for a WASC-accredited diploma from Ivy Collegiate Academy, students must meet the following criteria:

1. Academic Performance: Maintain a cumulative GPA above 2.0.

2. Credit Requirements: Successfully complete all credit requirements as outlined in the student handbook.

3. Tuition/Fees (including boarding, activity, and meal if applicable): All international tuition must be paid in full with no outstanding debts to the school.

4. Duration of Enrollment: Attend Ivy Collegiate Academy for a minimum of two years at the high school level.

5. Attendance:

    - No more than 10 unexcused absences per semester (10 in Fall, 10 in Spring).

    - Students arriving more than 10 minutes late to first period or more than 5 minutes late to subsequent classes will be marked as unexcused absence unless accompanied by a valid note.

6. Student Life Participation: Actively participate in WASC-designated programs aligned with the Expected School-Wide Learning Results (ESLRs), including house competitions and afternoon activities.

These requirements ensure that students are meeting academic, behavioral, and community involvement standards essential for graduation with a WASC diploma.

Homework Policy

Homework consists of daily or weekly assignments, extended projects, quiz, test, or concepts review. The out-of-class expectations for projects is they are to be completed in daily increments. The goal of assigning homework is to reinforce the ongoing learning in the classroom. Boarding students have in total two designated hours per night for all 8 classes. Teachers will plan appropriate amounts of work or deadlines to ensure students have enough time to complete tasks. Students must manage their time in order to complete work within given deadlines.

In general, **students are assigned around 20 minutes per class of homework to complete.** However, students taking Advanced Placement courses may experience higher rates of homework due to the

advanced nature of the class. Failure to complete homework assignments in a timely manner will result in lower grades and possible remediation or removal from that level of the course.

Make-Up Work

Excused Absences: Students will have two days for every day out to make up any work that may have been missed up to a maximum of seven days (i.e. if a student misses 14 days, they still only have 7 days total to make up the work). Participation or other work that cannot be made-up, students may be exempt at the discretion of the teacher and administration.

Unexcused Absences: For unexcused absences, students can make up the work for learning purposes but will not receive credit for that work. Teachers should mark the assignments given on the days of unexcused absences as a 0- no makeup.

School-Sponsored Absences: Students are expected to discuss any missing work with their teachers prior to missing class. However, students may have up to two days for every day out to make up any work with a maximum of seven days that may have been missed. Participation or other work that cannot be made-up, students may be exempt at the discretion of the teacher and administration.

Academic Honesty Policy

At Ivy Collegiate Academy, students are encouraged to confront the academic and social demands they encounter throughout the year with honesty and integrity, as these are crucial aspects of their personal development. It is expected that students complete their work independently, and any form of cheating or plagiarism is strictly prohibited.

Plagiarism and cheating are considered serious offenses. It undermines the principles of academic integrity and honesty. Students are reminded that plagiarism not only violates the trust of the academic community but can also have legal consequences. In cases of plagiarism, the original author or copyright holder may pursue legal action against the offender. Many universities have strict policies regarding academic dishonesty, including expulsion. This underscores the severity of the offense and the importance of upholding academic integrity. Students are expected to adhere to high ethical standards in their academic work and to take responsibility for their actions.

Academic Integrity Guidelines

Plagiarism**:** is using someone else's words or ideas without giving proper credit. This could be copying homework, published work, or submitting an assignment that someone else wrote.

Cheating**:** is when you act dishonestly to gain an unfair advantage, such as copying someone else's answers on a test or using unauthorized materials during an exam. It could also include getting answers or work from other students, or unauthorized outside sources.

ChatGPT**:** Using ChatGPT for tasks such as but not limited to homework assignments, papers, or idea generation for any school work is not permitted, as it violates academic integrity policies, undermines the student's own learning process and constitutes cheating.

Consequences for Academic Dishonesty

Academic dishonesty is against ICA's code of conduct. If a student is found in violation of these policies, the behaviors and consequences are as follows:

1. For the first infraction, students are given a verbal warning and may redo the plagiarized assignment in the presence of the teacher.
2. If the behavior continues, the student will receive a zero for the assignment and lose activity or free time for a period of time recommended by the Headmaster for remediation..
3. If the behavior persists after the first two consequences, the student will receive a zero for the assignment with no chance to make up the assignment, along with a conference with parents.
4. Any continued violation of the academic dishonesty policy will result in escalating consequences in line with MOE guidelines.

Cheating of any manner during a midterm or final examination will result in a zero for the exam without a chance to make it up. In the case of an AP exam/class, a student caught cheating will receive a zero for the exam/assignment and will be removed from the AP course.

Student Assessment

Purpose

The purpose of assessment is to assist students in gaining a better understanding of their strengths and areas of improvement as well as empowering them to take responsibility for future academic success. When seen as a whole, the assessment and reporting process should reflect a student's progress in all areas of school life.

Elements of Assessments

Examples of Formative	Examples of Summative
• Class observations • Conference notes • Venn Diagrams • Group discussions • Self-reflections • Journal entries • Daily assignments • Peer Reviews • And more	• Culminating projects • Reports • Research • Essays • Exams • Presentations • Performances • And more

Evaluating and reporting Student Performance

All teachers maintain student progress and records. For all grades, teachers use Google Classroom as well as ALMA.

Syllabi

All students in grades 9-12 will be given a digital syllabus for all of their classes. Students are expected to read and understand their syllabus as part of the first week assignments.

Grading

Overview

Students' grades are reported on a scale to 100, with 55 being the lowest score. This does not apply to Advanced Placement (AP) courses. If a student is failing an AP course, they will be removed from the class. Grades are submitted for printed reports in the middle (progress reports) and end of each term (final term grade). The final grades for students are the average score for each of the four terms and is worth a total of 80% of their overall grade for that course, with midterm and final being worth the other 20%..

Grading Scale

Letter Grade	Percentage
A+	100-95
A	94-93
A-	92-90
B+	89-87
B	86-84
B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-68
D	67-66
D-	65
F	64-55

Effort Grade

Effort	
O	Outstanding
S	Satisfactory
N	Needs improvement
P	Pass
F	Fail

Semester Examinations

At the end of each semester, in January and in June, students take a culminating exam for each of their core subjects and chosen elective courses. The senior class does not sit for final exam week as their senior thesis capstone is their final exam and graduation requirement. The midterm and final exams are worth 10% each semester of a student's overall grade for that course.

AP Exams

Students enrolled in AP courses are expected to sit for those exams at the beginning of each May. If a student is not making satisfactory progress, they may be removed from the course before the exam date. AP exams do not factor as part of the final exam grade, but rather may factor for university credit if successfully completed.

Attendance Requirement for Receiving Grades

For new students to receive a grade for the term, the student must have been in attendance for at least four weeks of the grading period (2/3rds). If a student attends ICA for less than that time, they will receive an NG for no grade for that marking period.

Feedback to Students

All formative and summative assessments evaluated by teachers should be returned in a timely fashion. All grades are recorded through ICA's official use of Google Classroom and Alma. Feedback and grades should be updated by the end of day each Friday.

Incomplete Grades

Students who have not completed required coursework by the end of a grading period should receive an "I" for an incomplete grade with administrative approval. They have one week to fulfill course requirements, after which the "I" will become an "F" if not completed. This policy ensures accountability and encourages timely completion of coursework.

High School Graduation Requirements

To receive a WASC diploma, students must successfully receive the following credits between grades 9 through 12:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Foreign language	2 credits
Electives	5 credits

Chinese language courses are not considered foreign language courses for students' whose first language is Chinese, with the exception of AP Chinese. Students must successfully complete a United States history or American Studies course as part of their social studies credits. Additionally, twelfth grade students must prepare, deliver, and successfully complete their senior thesis capstone project as part of their graduation requirements.

Course Scheduling

All students are scheduled based on their academic interests and abilities. Scheduling is done with the assistance of Department Heads, the Assistant Headmaster, and the Headmaster. The Director of College Counseling and College Counseling Coordinator will handle any credit questions or graduation requirement information.

Student Progress and Support

Procedure for Monitoring Student Success

During the school year, teachers, coordinators, and administrators monitor student success via grade reports, classroom observations, and conferences. This may include:

- Evaluate the child's educational and developmental background.
- Investigate potential factors contributing to low academic performance, such as emotional issues or frequent school changes.
- Assess the effectiveness of teaching methods and their alignment with student learning styles and abilities.
- Evaluate the range and effectiveness of alternative instructional strategies available.
- Analyze test records, health reports, and attendance records.
- Review past academic reports
- Obtain feedback from current and former teachers.
- Gather teachers' perspectives on the student's academic performance trends.
- Conduct classroom observations when feasible.

English Language Learner Program

The English Language Learning program at ICA is essential, aiming to enhance students' English speaking, listening, reading, and writing abilities for effective participation in the English-based curriculum. It is strongly recommended for novice English speakers to expedite language acquisition. In Middle and High School, students may access intensive English Instruction with assisted language classes, either as single or multiple sessions.

Parent Teacher Conferences

Parent-Teacher Conferences, designated on the school calendar as “Parents’ Day” or “Family Day,” are meant to give parents a clear insight into the student’s complete school experience and to promote a pathway of communication between the school and families. As attendance is mandatory for students, all families are welcome and encouraged to attend. Translators are readily available if needed.

Recognition/ Awards

At the end of each semester students may be eligible to receive multiple awards of recognition. These awards include but are not limited to academic honors and high honors, artist awards, and fitness awards.

In order to receive academic honors students must have a term grade of: 85 in core and 80 in electives.In order to receive academic high honors, students must have a term grade of: 90 in core subjects and 85 in electives

Tutoring

After-school tutoring is available as an option for students who are facing challenges in specific subjects. Furthermore, students have the opportunity to participate in evening peer tutoring sessions, organized by student government for additional academic support. These resources aim to assist students in overcoming academic difficulties and achieving success in their studies.

Standardized Testing

PSAT

Students in grades 8 through 11 will take the standardized PSAT exam scheduled in the fall and spring. PSAT scores in verbal, math, and writing can be indicative of a student's potential performance on the actual SAT I. Each PSAT sub-test is scored on a scale of 20-80, with scores in verbal, math, and writing skills providing insights into SAT readiness. These scores offer a valuable tool for assessing and preparing students for the SAT exam.

SAT

In the spring of 11th grade, students are encouraged to take the SAT exam for university entrance purposes. If their scores do not meet university requirements, they have time to prepare for the exam again in the fall. Some universities ask for SAT examination scores as part of their entrance requirements.

Regulations and Procedures

At ICA, education encompasses more than just academics; it also entails the cultivation of positive attitudes and values that foster a supportive and inclusive learning environment. Through intentional efforts, the school strives to instill qualities such as respect, integrity, empathy, and resilience in our students, shaping them into responsible and compassionate individuals. By promoting a culture of mutual respect and understanding, ICA aims to create a positive and nurturing community where students feel valued, supported, and empowered to reach their full potential in a globally minded community.

The expectation at ICA is that students demonstrate pride in their membership within our community. This belief is upheld that in a healthy school environment, students will:

- Treat adults and peers with courtesy, respect, and fairness.
- Show consideration for school property and the personal belongings of others.
- Refrain from disruptive behavior during classes or school events.
- Wear the school uniform correctly throughout the day.

- Use appropriate language and refrain from public displays of affection.
- Arrive punctually to assembly, homeroom, and all classes.
- Avoid bringing objects to school that are inappropriate or may cause harm to others.

Student Rights and Responsibilities

Learning

Students at ICA have the *right* to receive a meaningful and challenging education tailored to their learning level, along with feedback on their courses. They also have the *responsibility* to seize opportunities, work diligently, be punctual and prepared for class, and contribute positively to the classroom environment. Additionally, students are *accountable* for attending all daily assemblies, lunches, advisor meetings and classes unless formally excused. They must also ensure that all their work is original and free from unfair practices. These rights and responsibilities are fundamental to fostering a conducive and equitable learning environment for all students.

Respect

Students possess the *right* to express their opinions on matters impacting their education, to be treated as unique individuals, and to be safeguarded from discrimination. Additionally, they have the right to receive instructions from adults in a firm yet respectful manner. Concurrently, students have the *responsibility* to demonstrate respect towards their peers, faculty, staff, and administrators through the use of courteous language and appropriate behavior. Upholding these rights and responsibilities contributes to fostering a positive and inclusive school environment where every student feels valued and respected.

Codes of Behavior

Students have the *right* to expect clear notice about their expectations within the school community and to receive fair and equitable treatment. Students also have the responsibility to follow school codes of conduct and to demonstrate consideration for others' personal belongings, space, and behavior.

Health

Students have the *right* to a clean, safe environment as well as the *responsibility* to maintain that environment . This includes but is not limited to the responsibility to refrain from tobacco products, nicotine products (such as vape pens), drugs, and alcohol.

Student Representatives

Students have the *right* to elect their peers to the student government. They have the *responsibility* to support the initiatives of recognized student organizations within the school and to foster school spirit and community involvement by participating in school activities.

Voice

Students have the right to be heard by faculty and administration. They also have the *responsibility* to actively participate in discussions that impact activities relevant to them, while also practicing self-control and cultivating self-respect and personal dignity. Each student must take ownership of their conduct and actions, and be prepared to accept any consequences that may result from their choices. By embracing these responsibilities, students contribute to a positive and respectful school environment, fostering personal growth and accountability.

Conduct Policies

Students are expected to honor a number of policies to ensure the safety, security, and values of the ICA community.

Attendance /Absence

Day students should arrive at school no later than 7:55 AM to ensure that they are able to make it to their first class on time. Boarding students will complete breakfast no later than 7:55 AM so that they are able to make it to their classes on time. **Students arriving by TAXI or UBER must stop at the guardhouse at the entrance and exit the vehicle there. Taxis and Ubers are not permitted in the drop off circle during peak drop off times.**

Excused Absence: This is defined as a student not present for class. The absence is approved by the Headmaster or Assistant Headmaster. Excused absences include but are not limited to:

- Extreme sickness with doctor's visit notation
- Hospitalization
- Bereavement
- Non-school sponsored university visits or documentation needs

Unexcused Absence: This is defined as a student not present for class. The absence is not approved by the Headmaster or Assistant Headmaster. Unexcused absences include but are not limited to:

- Sickness without a doctor's visit notation

- Unspecified family issues
- Early vacation dismissal
- Late post-vacation arrival
- Medical appointments that can be scheduled for open weekends
- Unapproved university standardized testing dates

School Sponsored Absence: A school sponsored absence is one in which the student is not present for class due to an event or obligation related to courses, athletics, and/or activities. Excused absences include but are not limited to:

- Class field trip
- Class competition
- Sports travel
- Activity travel

Late/Absence marking: Late for the school day is defined as the following.

- Excused tardy for first period 8:00-8:05 *unless habitual tardiness (10 or more times per term). If the tardiness is habitual, the late will become unexcused.
- Unexcused tardy for the first period is 8:05-8:09 AM. At 8:10, please mark students as Absent Unexcused.
- Unexcused Absence for first period will be defined as anyone who arrives after 8:10 without a legitimate excuse verified by the office, non-attendance in class (without an excused verification from the office).
- Excused Absence for the first period will be defined as anyone absent or late beyond 10 minutes that has been verified by administration and the office.
- When in doubt, please mark as unexcused. The office will correct it.

Excessive absences or tardiness will result in students not being eligible for promotion in some cases and/or not eligible to obtain the WASC diploma.

For your WASC diploma, instructional time is of the utmost importance. To ensure you are prepared for your next educational step, an unexcused arrival after 10 minutes of the start of first period class is considered an absence for that period.

Dorm lateness: Being late to the dorm on an open weekend will apply to all students who are not signed in and accounted for by 6:00PM. Students who are habitually late will be asked to no longer board at ICA.

Failure to meet the attendance requirements of ICA may result in disciplinary action or loss of WASC diploma options.

Excused late: The lateness is approved by an administrator or with a teacher's written pass.

Unexcused late: The lateness is not approved by an administrator, or with a teacher's written pass.

In order to retain the privilege of earning credit for a class, a student must not exceed a total of 10 non-school sponsored absences per semester (20 for the year). In the event that a student surpasses this number, they will not be awarded credits necessary for the WASC diploma in the current classes in which they are enrolled.

Interventions for lateness: Students who are excessively late (beyond 8:10 AM for first period, beyond 5 minutes for the start of any other period) will have their lateness counted as an absence. Upon a student reaching 6 absences, the student will be placed on an attendance notice.

If a student violates the notice, students will receive **no credit** for the course on transcript despite the letter grade posted. **Again, this may impact the students ability to graduate with a WASC diploma.**

Students will have the right to appeal this decision to the head of school. Any consequences may be amended at the discretion of the Headmaster or Assistant Headmaster.

Excused or unexcused will be updated by the office before the end of day. Teachers will mark any student who is not present in their class as unexcused; virtual learning students should be marked accordingly.

Excused late: Excused late includes but is not limited to:

- Traffic accidents
- Finishing an exam
- Cleaning up after a project or unintended spill
- Discussing a personal matter with an administrator

If these become excessive (more than 8 times per term) the administration reserves the right to mark these as unexcused.

Unexcused late:

Unexcused late includes but is not limited to:

- Extended restroom breaks
- Walking slowly
- Distance in between classes

Per the Ministry of Education regulations for a Taiwanese diploma, if ⅓ of classes are missed the student will be awarded a 0 for the class. 0's will not earn credit meaning students may not be eligible to graduate with a Taiwanese diploma.

Advanced Placement Classes:

This policy ensures that AP students maintain consistent engagement with rigorous coursework while acknowledging that occasional absences are sometimes necessary — especially in a boarding school environment.

- Students are allowed up to **7 total class absences per semester**, whether excused or unexcused.
- **School-sponsored activities** (e.g., athletic travel, academic competitions, approved field trips) **do not count toward the 7-absence limit.**
- Once the 7-absence limit is reached, additional absences will result in an assessment of whether the student can continue in the class or if they should be rescheduled to a non-ap course.

Weekend Leave

Students will receive exactly two warnings for returning late from a weekend leave. A third lateness will result in a loss of free time to make up for missed study hall time. Any lateness beyond three times will result in additional consequences in line with the education department's guidelines.

Student Attendance Responsibilities

Assembly

Attendance at daily assemblies is compulsory for all students, with skipping considered equivalent to missing a class. Students who are absent from assembly without administrator

permission will receive consequences in line with the education department's guidelines for skipping classes.

School Events

All formal events are mandatory for all students and faculty. Any student who is absent from these events is subject to consequences in line with skipping class. This may include loss of free time.

For all informal events, mandatory attendance is at the discretion of the Headmaster and Assistant Headmaster. Any student who is absent from mandatory events is subject to consequences. This may include loss of free time.

Formal Events include the following:

- Family Days
- Holiday and language dinners
- Common Good Days
- House Christmas Festivities
- Concerts
- Graduation

Informal events

- Dances
- Talent Shows
- Other House Competitions

Student Responsibilities/Obligations:

- To attend each class on time every day
- To ensure all attendance records have been recorded properly
- To maintain communication with the teacher via ICA email and google classroom
- To present a note to the teacher for all school-sponsored absences prior to the date of absence
- Sign in and out of the main office if returning or leaving campus outside of the designated arrival and dismissal times.

- Ensure parents are calling the main office for departure confirmation prior to leaving campus. Failure to do so will result in an automatic one-day in school suspension for skipping class and leaving campus without permission.
- To seek out and make up any missing work for absences within the designated time frame.

Make-Up Work

Excused Absences: Students will have **two days** for **every day out** to make up any work that may have been missed up to a **maximum of seven days (in other words, if you miss 14 days of school, you have the maximum time of 7 days to make up the work).** For participation or other work that cannot be made-up, students may be exempt at the discretion of the teacher and administration.

Unexcused Absences: For unexcused absences, students will **not be given credit for make up work, but will be allowed to make up the work for learning purposes.**

School-Sponsored Absences: Students are expected to discuss any missing work with their teachers prior to missing class. However, students **may have up to two days for every day out (up to 7 days).** For participation or other work that cannot be made-up, students may be exempt at the discretion of the administration.

To summarize:

- In order to retain the privilege of earning credit for a class, a student must not exceed a total of 10 non-school sponsored absences per semester (20 for the year).
- In the event that a student surpasses this number, they will NOT be awarded credits necessary for the WASC diploma in the current classes in which they are enrolled.
- Missing more than ⅓ of the school days (including Saturdays) may result in a student not being eligible for a Taiwanese diploma and their enrollment at ICA being revoked.
- AP students must not miss more than 7 days excused or unexcused. If more than 7 days are missed, the student may be removed from class and registered in a non-AP class.

Student Passes

Hallway/Late Pass

See Appendix A

Office Hours/ Study Hall Pass

See Appendix A

Computer Pass

See Appendix A

Care of School Property

To foster a school environment we can all take pride in, it's essential for everyone to embrace a sense of responsibility. Students who vandalize, damage, or harm school materials or property may be responsible for covering associated expenses.

If students break or vandalize school property and do not report, this is a warning. If this violates or interferes with other students' learning, students will pay to fix damage and warning. If this is not the first offense, consequences will be escalated to a major offense in line with MOE guidelines.

Both students and their parents or guardians are accountable for any school property lent to them, and failure to return such property upon demand may result in liability. It's expected that school property be returned in reasonable condition relative to its use.

Vandalism

Students are required to demonstrate respect for themselves, others, and their surroundings. The school aims to pursue restitution from students or their parents for any vandalism committed, covering the cost of damages incurred. Vandalism encompasses both negligent and willful damage or theft of school property.

Security

ICA does not assume responsibility for any personal belongings, including laptops, lost, damaged, or stolen on school premises. Students are prohibited from bringing merchandise or personal items for sale on campus for personal profit. It is recommended that students label all personal belongings with their names, and they should not leave books or personal items unattended. Valuable jewelry or expensive items should not be worn or brought to school, and money or valuables should not be left unattended in bags, classrooms, or lockers as the school will not be liable for lost or stolen items.

Bullying

Bullying is defined as repeated and unreasonable behavior that poses a risk to health and safety, directed at a student, group, or anyone. This behavior encompasses actions such as but not limited to:

- name-calling,
- stealing or hiding belongings,
- physical violence,
- verbal abuse,
- online threats or discrimination,

- initiation practices,
- sabotage of homework or projects,
- ridicule of opinions

Anyone experiencing or witnessing bullying is encouraged to report it to an administrator promptly. Upon reporting, investigations per MOE procedures will be conducted swiftly.

Harassment

Harassment is any unwelcome offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to the following:

- slurs,
- epithets,
- threats,
- derogatory comments,
- unwelcome or abusive jokes, insults, name calling, threats, bullying or intimidation,
- unwelcome sexual advances,
- requests for sexual favors and other verbal or physical conduct such as uninvited touching or sexually-related comments or the exchange of benefits for performance of sexual or other favors.

Anyone experiencing or witnessing harassment is encouraged to report it to an administrator promptly. Upon reporting, investigations will be conducted swiftly in line with MOE guidelines.

Gaming and Gambling

Board games, card games, and video games are allowed during students' free time. However, students are not permitted to play these games during class or study hall without explicit permission from the teacher or dorm parent. Playing these games for money or other monetary gain is strictly prohibited. Gambling of any kind is strictly prohibited. If students violate this policy and misuse technology in class, they will be subject to MOE consequences.

Language

One of ICA's goals is to promote effective English language usage among all students, with English serving as the primary language of instruction. All students should be using English in their classes and in the hallways to promote learning and inclusiveness. The school does not tolerate inappropriate language, swearing, or insults directed at others in any language. Swearing at teachers is considered a major offense by the education guidelines. The first offense will result in a verbal correction, subsequent or ongoing offenses will be escalated based on the education department's guidelines for consequences.

Lost and Found

All lost and found items will be turned into the Dean of Students area in the main office. Students may ask the administrator on duty to assist in locating the lost item. Students who leave items on top of the lockers may find their things in the lost and found bucket located on the first floor of the main building outside of room 6. The bucket is emptied at the end of each week.

Racism and Sexism

Ivy Collegiate Academy is committed to actively promoting gender and racial equity and will not tolerate any form of racial or gender harassment or discrimination. Concrete steps will be taken to support and uphold these principles within the school community, in line with the education department's guidelines and safety regulations.

Honor Committee

In order to ensure a fair due process, ICA holds honor committees for repeated or severe infractions. These committees take place after school when necessary. The committee will hear from all witnesses and consider previous rulings when they craft consequences. Individuals who have been found to be at fault in the Honor Committee are not eligible for leadership positions for that school year.

Regulations for Dress

Appearance

ICA students are required to maintain appropriate dress and grooming standards by wearing school uniforms at all times. Any alterations to the uniform dress must be approved by the Headmaster or Assistant Headmaster.

Additionally, hair color must be a natural color. This means that highlights or full coverage of a non-natural hair color is strictly prohibited. Facial piercings are also prohibited for safety reasons. However, students may have multiple piercings on their ears with a maximum of three earrings per ear lobe during the academic school day through activity time.

Uniform

Wearing the proper school attire is a requirement at ICA, and students are expected to be in uniform each day. Uniforms should be maintained in good condition and not appear damaged or disheveled. To be deemed appropriate, skirts and shorts must be at fingertip length or longer.

(Monday, Wednesday, Friday) **Polo:** Polo shirt (navy, gray, prefect-specific) and tan shorts or pants

(Tuesday/Thursday) **P.E:** ICA T-shirt (black, navy, royal, gray) and ICA navy shorts or pants

Students should not wear their own clothes on PE days unless the weather has reached the designated coldness, in which MOE has advised that students should be able to layer on top of their existing uniform.

Formal Uniform Days

Gentlemen: ICA blazer, white collared shirt, ICA tie, black dress pants, formal socks, black dress shoes.

Ladies: ICA blazer, white collared shirt, ICA tie, black dress pants or gray skirt, formal socks or stockings, black dress shoes. To be deemed appropriate, skirts and shorts must be at fingertip length or longer.

Seniors: 12th grade students may wear their own suits. They are still required to wear formal socks or stockings and dress shoes.

Non-uniform Days

During special events like Spirit Week, students may wear their own clothing, provided it adheres to the dress code for appropriate attire. This includes guidelines such as ensuring that underarms, midriffs, and private areas are not exposed, and prohibiting the use of flip flops or slides. To be deemed appropriate, skirts and shorts must be at fingertip length or longer. Additionally, clothing must not display profanity or non-school appropriate themes.

Weather Specific Uniform Policy

If the outdoor temperature drops significantly below normal or anything under 17 degrees celsius, ICA students may wear long pants under their regular uniform shorts. Students may also wear an extra non-ICA layer over their uniform when the temperature moves below 10 degrees celsius, if they are already wearing weather appropriate clothing and are still cold. Students are not permitted to wear their own clothing in place of their uniform, but rather in addition to their uniform.

Out of Uniform Policy

Students are required to wear the appropriate ICA uniform every day with the exception of special events such as Spirit Week. Out of uniform is defined as wearing any clothing that is not provided or sponsored by ICA. For example, a house T-shirt or a Turkey Trot T-shirt would be considered school sponsored, while a TISSA track tournament shirt or MUN conference T-shirt is not considered school sponsored.

Students who are found out of uniform will be asked to purchase the correct uniform. Additional or ongoing occurrences of being out of uniform may result in community service, a loss of activity or free time.

Disciplinary Guidelines (Prohibited Items)

Drugs, Alcohol, and Tobacco or Tobacco-like Products

ICA is a drug-free campus. The use, possession, or buying/dealing/sharing of illegal or prescription drugs and prohibited substances at school, or while participating in a school-sponsored activity, is a serious violation of school policy that will result in being logged as a major MOE offense. The school will respond in line with MOE guidelines on tobacco, nicotine, drugs, and alcohol use at schools.

Illegal and prohibited substances include narcotics, stimulants, barbiturates, hallucinogenic drugs, marijuana, medication not prescribed by a registered medical practitioner, tobacco, vapor or e-cigarette, and alcohol. During the first week of the school year, students will receive a student handbook and sign that they understand if there is suspicion of breaking these rules they will be subject to the school's personal searches, and locker searches with cause policy. The school's curriculum includes lessons on the effects of smoking on the human body, to discourage the use of tobacco.

Communication/Headset Devices

ICA has a strict no cellphone or headphone policy during the school day from 8:00am to 4:15pm, activity time 4:30-5:45, and study hall from 7:00-9:00 pm. Please see the official policy in Appendix B. Mobile phones or similar items used inappropriately during the school day may be confiscated for safekeeping. ICA has a three-strikes policy for inappropriate use of technology. The three strike policy is as follows:

- Strike 1: Returned one full day after the device was taken
- Strike 2: Returned one week after the device was taken
- Strike 3: Returned at parents or at end of term

If technology is not allowed in class for consistent and ongoing misuse, teachers will provide paper copies of all lessons and notes so student learning is not interrupted.

Food in Classrooms

No food is allowed in any classroom. Water is the only acceptable drink in any classroom. This is also true for those in after-school and/or evening tutoring or office hours. Please see official policy in Appendix B.

Outside Food Delivery

Takeout food orders from delivery services such as Uber Eats and Food Panda are strictly prohibited during the school day and activity between the hours of 8:00am and 5:30pm as well as on Thursday nights. Students may order tea or other drinks between 5:30 and 6:45pm. Students may order food from 9:00pm to 9:45pm excluding Thursdays. Please see official policy in Appendix B.

Public Displays of Affection

Public displays of affection (PDA) refers to prolonged physical contact between individuals on school grounds or at school-sponsored events. PDA is not gender specific and may include, but is not limited to:

- Holding hands
- Hugging
- Kissing
- Sitting on laps
- Any prolonged physical contact

Any student in violation of these policies may be subject to consequences. Please see official policy in Appendix B.

Weapons

In order to uphold order, discipline, and ensure the safety of all members of the school community, any certified or classified school employee has the authority to confiscate dangerous devices, weapons, or explosives. This also includes fake or toy weapons. A report will promptly be made to a teacher, and the administrative team will take appropriate action as deemed necessary. Parents or guardians will be notified of the incident as soon as possible.

Others

The following items, which may be hazardous or distracting to others, may not be brought to school:

- Firecrackers, lighters, or matches
- Inappropriate books, pictures, magazines, or paraphernalia
- Laser pointers

To reiterate, in line with the education department's guidelines and as designated in the code of conduct for Ivy schools, the following behaviors will be logged in the appropriate systems at these levels with appropriate consequence to follow:

Article 11: Student will receive a written warning for violation of rules in the following situations:

1. Failing to follow classroom rules (e.g., eating, sleeping, listening to music, reading non-course materials, fooling around) and affecting others' learning, if the behavior is not corrected after a verbal warning.
2. Engaging in minor arguments with classmates.

3. Neglecting responsibilities as a duty officer (e.g., dormitory leader, student council member) and failing to improve after guidance.
4. Disrupting order or making loud noises in public places and failing to correct the behavior after guidance.
5. Attempting to keep lost items or money without reporting them, though showing remorse afterward.
6. As a student leader, failing to attend required meetings or complete assigned tasks within the deadline, and not correcting the behavior after guidance.
7. Failing to adhere to environmental protection rules or waste-sorting requirements, and not improving after guidance.
8. Damaging public property due to negligence and hiding the actions without reporting it.
9. Spitting or littering in ways that affect environmental hygiene, if the issue is minor.
10. Failing to follow cleaning duties wandering aimlessly during cleaning activities, and not correcting the behavior after guidance.
11. Failing to apply for personal or official leave in advance or not completing sick leave procedures within three days of returning to school, even after guidance.
12. Reading non-course materials, playing chess, or card games during class, thereby disrupting classroom order, and not correcting the behavior after guidance.
13. Failing to return borrowed library books on time, thereby affecting others' borrowing rights, and not correcting the behavior after guidance.
14. Engaging in unsafe activities like playing baseball on campus, playing ball in hallways, or performing dangerous actions that compromise safety.
15. Leaving class or teaching spaces without teacher permission or skipping class without valid reason, for first-time offenders.
16. Failing to attend required life education or counseling sessions without reason.
17. Arriving late to class, leaving class without permission, or skipping class without a valid reason, for first-time offenders.
18. Failing to follow traffic rules (e.g., not wearing a helmet when riding a bike or motorcycle) and refusing to comply after guidance.
19. Violating campus food safety and hygiene rules by bringing in food from outside without proper procurement procedures.
20. Playing with shaving foam, and water balloons, or engaging in celebratory activities during school hours that disrupt the learning environment or affect others.
21. Using electronic devices (including phones) improperly during non-class times and not correcting the behavior after guidance.
22. Illegally connecting to campus electricity, creating potential public hazards or disrupting teaching, and refusing to comply after warnings.
23. Dormitory residents violating dormitory regulations to a level that warrants a warning.

Article 12: Student behaviors will be written up as a <u>minor offense</u> for violation of rules in the following situations with the appropriate consequences to follow:

1. Damaging school property or the environment, wasting resources, and affecting teaching activities; first-time offenses must also include compensation at cost.
2. Misleading teachers during incidents by lying, as long as it does not cause harm to people, or property, or lead to violations; or behavior affecting the rights of others.

3. Disrupting campus safety or order infringes on others' educational rights; first-time offenses, or minor situations.
4. Littering or engaging in other behaviors that severely harm environmental hygiene.
5. Violating others' privacy (e.g., opening someone else's mail, accessing their email without permission, using their phones or electronic devices, or rummaging through their belongings) and refusing to comply after repeated warnings, or in severe cases.
6. Refrain from neglecting responsibilities as a student leader, thus affecting task progress, and failing to improve after warnings.
7. Altering attendance sheets, leave applications, report cards, or other records; first-time offenses or minor situations.
8. Leaving campus without permission for the first time or in minor situations.
9. Failing to complete leave procedures and being absent from significant school events (e.g., morning assemblies, opening ceremonies, school holidays, anniversaries, or graduation ceremonies), even after warnings or in severe cases.
10. Bringing cigarettes, lighters, betel nuts, or alcohol onto campus, or engaging in smoking, chewing betel nuts, or drinking alcohol; first-time offenders willing to provide a written guarantee not to re-offend.
11. Possessing or reading harmful materials such as violent, bloody, pornographic, obscene, or gambling-related publications, drawings, videos, software, internet content, or other items; first-time offenses with remorse.
12. Engaging in inappropriate behavior off-campus (e.g., causing trouble, fighting, violating parking regulations, violating traffic rules while wearing a school uniform, reckless driving, or smoking); first-time offenders.
13. Driving vehicles without a license or not adhering to school rules regarding vehicles; first-time offenders.
14. Making noise or disrupting order in the library after repeated warnings or in severe cases.
15. Failing to attend meetings as a student leader despite repeated warnings or in severe cases.
16. Intentionally avoiding public service responsibilities, thus affecting others.
17. Hitting classmates without causing injuries in minor situations.
18. Keeping lost money or items without reporting them and showing no remorse.
19. Entering dangerous waters or swimming in unauthorized areas despite warnings, in less severe situations.
20. Falsifying another person's signature or name (including phone calls and line messages to the office) to evade attendance tracking.
21. Violating classroom rules (e.g., eating, sleeping, listening to music, reading non-course materials, or fooling around), thereby disrupting others' learning, despite repeated warnings or in severe cases.
22. Violating examination rules in minor situations.
23. Using words or written material to harm someone's reputation, insult, defame, or threaten others through face-to-face interactions, print media, the internet, or other electronic means; first-time offenses or minor situations.
24. Leaving the classroom arriving late without permission during class hours, or skipping class; repeated warnings or repeated offenses.
25. Improper use of electronic devices (including mobile phones) during class hours despite warnings.
26. Misusing firefighting equipment in minor situations.
27. Entering locations restricted to those under 18 years old; minor situations.

Misuse of Campus Internet or Personal Blogs Involving Intellectual Property or Other Violations:

1. Using unauthorized software.
2. Downloading or copying copyrighted works illegally.
3. Uploading copyrighted works to public websites without permission.
4. Republishing blog or social media content is explicitly prohibited from reposting by the original author.
5. Intercepting online transmission data without authorization.
6. Spying on others' emails or files.
7. Using hacked, stolen, or forged accounts to access online resources without authorization.
8. Sending mass advertisements, chain letters, spam emails, or overwhelming systems to disrupt operations.

If the above violations are severe, they may result in harsher penalties, such as major demerits. Legal liability may also apply under civil law, criminal law, copyright law, or other relevant regulations.

Other Violations:

1. Engaging in bullying through various means, verified as true and deemed minor under the school's anti-bullying policy.
2. Gender-related incidents determined by the school's Gender Equity Education Committee to be minor and not involve legal violations.
3. Dormitory residents violating rules at a level warranting minor demerits.

Article 13: Student behaviors will be written up as a major offense for violation of rules in the following situations with the appropriate consequences to follow:

1. Establishing or participating in gangs or undesirable organizations.
2. Assaulting classmates and causing minor injuries.
3. Using offensive language, physical force, or objects to insult, attack, or threaten school staff.
4. Serious violations of examination rules.
5. Committing theft. (Repeat offenses, habitual theft, or major incidents will be reported to the police.)
6. Extorting or coercing others to hand over property.
7. Repeatedly damaging school property or the environment, wasting resources, and affecting teaching activities; compensation at cost is required.
8. Deliberately damaging firefighting equipment or facilities.
9. Participating in external gang activities.
10. Gambling on campus.
11. Forging, falsifying, or misusing parents or teacher documents, stamps, or signatures.
12. Smoking (or possessing cigarettes, lighters, etc. with the intent to smoke), chewing betel nuts, drinking alcohol, gambling, or driving motor vehicles without a license or against school rules; repeated violations, refusal to comply, or serious situations.

13. Possessing or using illegal drugs, controlled substances, or other harmful substances.
14. Leaving campus without permission in serious cases and refusing to comply after repeated warnings.
15. Possessing or reading materials harmful to physical or mental health, including violent, bloody, pornographic, obscene, or gambling-related content, in serious cases.
16. Entering locations is restricted to those under 18 years old in severe cases.
17. Using words or text through direct communication, print media, the internet, or other electronic means to harm others' reputations, insult, defame, or threaten them; repeated violations or severe cases.
18. Making unauthorized copies of keys to classrooms, side doors, dormitories, or other facilities.
19. Illegally accessing campus servers and tampering with student records, grades, or other data in minor cases.
20. Engaging in inappropriate off-campus behavior (e.g., causing trouble, participating in group fights, illegal parking complaints, violating traffic rules while wearing a school uniform, reckless driving, or smoking) in serious cases.
21. Disrupting campus safety and order, endangering others' educational rights, and continuing such behavior despite warnings.
22. Failing to follow school procedures when producing or distributing materials (e.g., promotional documents) that damage others' reputations, infringe on intellectual property rights, or involve illegal activities in serious cases.
23. Bullying classmates in ways confirmed through investigation as severe but not involving legal violations, by anti-bullying guidelines.
24. Engaging in severe gender-related incidents on campus is confirmed by the school's Gender Equity Education Committee but does not involve legal violations.
25. Dormitory residents violate dormitory regulations to the extent of warranting a major demerit.

Per Article 14:

Three warnings are equivalent to one minor demerit; three minor demerits are equivalent to one major demerit.

Per Article 15:

After receiving disciplinary action, students may follow the school's procedures for record expungement. Once the expungement process is completed, the school shall remove the disciplinary record. This regulation shall be implemented upon approval by the school council, confirmation by the principal, and submission to the supervising authority for record-keeping.

Student Grievance Procedure

A grievance at ICA is defined as a complaint by a student or parent regarding an unfair practice, which can be addressed to a staff member or administrator. Depending on the nature or severity of the complaint, it may be escalated to the Assistant Headmaster and the Headmaster. ICA administration, faculty, and staff will respect the right of students or parents to inquire through established communication channels

that do not infringe upon the rights of others. Concerns, complaints, or suggestions from parents or the community should be communicated through appropriate channels, and students, teachers, and parents are encouraged to communicate to resolve issues before they escalate. Additionally, all major concerns, complaints, or suggestions must be signed by an individual or group for appropriate action to be taken.

Steps for Filing a Student Grievance with a teacher or staff member:

- Step 1:The student/(s) talk to the teacher and together they work to resolve the problem. This should resolve most issues.
- Step 2: If step one does not resolve the issue, the student or students talk with that teacher's department head.
- Step 3: If the problem still has not been resolved, the student or students, through mediation with the department head, should write a written statement of the problem and the solutions attempted and present that to the appropriate administrator.
- Step 4: Few problems should make it beyond step three. If necessary, at step four the problem may be taken to the Headmaster and Assistant Headmaster

Behavior Level Choices and Consequences (Discipline Matrix)

Level 1

Consequences for certain behaviors are determined by the discipline and classroom policies set by each classroom teacher. Such behaviors include, but are not limited to:

- Shows disruptive behavior in class
- Is disobedient to teacher or staff
- Ignores rights of others
- Arrives at class after the bell rings (up to 5 minutes)
- Does not follow the dress code
- Shows a lack of discipline when variation from routine occurs
- Runs in the halls, or engages in any disorderly, or potentially dangerous behavior in the halls, stairs or classroom
- Uses profanity
- Has a first offense of disrespect or refuses to comply when asked
- Has a first offense of disrespect shown towards peers (argument, bullying, making fun, harassing, etc...)

Consequences of Level 1

Following adequate warning, potential consequences may include but are not limited to:

- Warning
- Community Service during lunch or free time
- Restricting free time in the evening for remediation
- It is expected that the student will apologize and/or take appropriate reparative action (when applicable).

Level 2

Any behavior as an escalation of Level 1 in which the classroom teacher sees a pattern developing (3 or more instances of the same behavior in the course of a month) may include but is not limited to:

- Dangerous or rough play during free time or playing in an off-limit area
- Swearing
- Public displays of affection (PDA)
- Acting or speaking with the deliberate intention to mislead or misinform
- Using cell phones, computers, headset devices, electronic games, computer games, etc. at an inappropriate time or in an inappropriate manner as a pattern of behavior.

Consequences of Level 2

Such consequences may include, but are not limited to:

- Warning
- Community Service during lunch or free time
- Loss of free time for remediation
- 7pm to 7am in dorm room (PDA)
- Confiscated devices (with return period defined)
- Zero credit on an assignment (cheating/plagiarism)
- Saturday reflection time (after school)

Level 3

Any behavior categorized as an escalation of Level 2, which displays a pattern (3 or more instances of the same behavior in a Term), will be addressed. These behaviors include but are not limited to:

- Repeated inappropriate public displays of affection
- Repeatedly skipping class
- Being in a classroom unsupervised

- repeated documented insolence or refusal to comply when asked, and repeated documented disrespect of peers (such as argument, bullying, or making fun).
- A continuation of acting or speaking with the deliberate intention to mislead or misinform
- A continuation of using cell phones, computers, headset devices, electronic games, computer games, etc. at an inappropriate time or in an inappropriate manner as a pattern of behavior.
- Temporary removal from activity

Consequences for Level 3

Such consequences may include, but are not limited to:

- Honor committee
- Online coursework
- Removal from student leadership
- Permanent removal from that activity of disruption
- Weekend reflection time (after school)

Level 4

Any behavior as an escalation of Level 3 in which the classroom teacher or administrator has seen and documented a pattern (3 or more instances of the same behavior in the course of a month)

- Racial/religious/national slurs
- Open defiance of authority
- Fighting/physical assault
- Setting off fire alarms in a non-emergency
- Vandalism/damage to school property
- Possession of pornographic materials
- Gambling
- Stealing
- Acts of academic dishonesty
- Hazing—actions that persecute, harass, humiliate, or coerce other students
- Chronic failure to comply with the dress code
- Public display of inappropriate affectionate behavior
- Possession of a weapon
- Possession of drugs, alcohol, or tobacco

Consequences for Level 4

We will operate in line with the education department's guidelines for major and ongoing offenses, which may include the calling of an honor committee, parent conferences, or removal from school in extreme circumstances.

Student Transcripts

Students must successfully complete the necessary credits required in order to receive a WASC, US high school diploma.

Notice of Withdrawal and transcripts

Students who do not begin September of 9th grade at ICA must submit an official transcript from previous schools by their ICA start date in order to be enrolled in classes. Requests for official transcripts for transfer or university applications must be submitted to the Registrar or senior advisor at least five business days in advance. The Registrar may assist with sending transcripts elsewhere, however, students are responsible for the shipping cost which may go as high as $2,000 NTD per transcript packet.

Student Activities

Activities and Athletics Philosophies

The ICA activities program is paramount to student success. Student Activities at Ivy Collegiate Academy are designed to provide a positive learning experience, emphasizing the values of friendly competition, integrity, and self-discipline. It is important for students to understand that by participating in these activities, they have the opportunity to reach their highest personal potential. They must also recognize that decisions and consequences are integral aspects of learning responsibility and accountability. Through these experiences, students will not only grow academically but also develop important life skills that will serve them well in their future endeavors.

The Athletics Program at Ivy Collegiate Academy offers students the chance to cultivate their skills and foster a positive outlook on sportsmanship and competition. We organize games, friendly matches, and tournaments with both local and international schools to provide diverse experiences. We believe that through active involvement in athletics, students will not only enhance their physical abilities but also develop valuable life skills such as teamwork, dedication, and resilience.

Activity and Athletic Offerings (May have additional options dependent on current faculty skills)

Varsity Sports	Athletic Activities	Academic Clubs	Artistic Activities
Volleyball Basketball Soccer Swimming Cross Country Track & Field Badminton	Biking Yoga Fencing Weight Lifting Horseback riding Ping Pong	Model United Nations Chess Board games Coding Competitive Gaming	Drawing Sculpture Acapella Percussion Strings Piano Calligraphy Woodworking Jazz Band

Activities and Athletic Code of Conduct

Extracurricular Eligibility

In order to participate in extracurricular athletics at Ivy Collegiate Academy, students must be passing all of their core classes and cannot fail two or more subjects per grading period. Eligibility for participation in activities and athletics will be determined based on the most recent grades submitted for that term, with the criteria being the same for subsequent periods. We believe that maintaining academic success is crucial for all students, as it fosters a balanced approach to both academics and extracurricular activities, ensuring their overall growth and development. Any student found in violation of ICA's code of conduct may be removed from their activities at the discretion of the administrative team and Headmaster. For traveling off campus for activities, students must be in good standing academically and with the registrar's office. Students with outstanding debts will not be able to participate in off campus activities.

Athletics Eligibility

Players and coaches shall at all times represent themselves, their teams and their school, with pride and poise. They shall confine the competitiveness to the contest itself, and shall conduct themselves honorably before, during, and after the contest. Players and coaches shall abide by the rules of the game, comply fully with the rulings of officials, and respect their opponents. Negative comments or gestures are completely inappropriate, and do not represent ICA's values and shall not be tolerated.

Participating at ICA as an athlete is both a privilege and responsibility. Student athletes are expected to make a personal commitment to represent ICA in an exemplary fashion and to follow training rules in order to maintain strong healthy bodies and minds. Being a student-athlete holds a visible image. The student athletes will be held to a higher standard of conduct and behavior in class, on the playing fields, on the courts and in the community.

Any student athlete found in violation of ICA's codes of conduct may be subject to suspension or dismissal from the team. Any decision regarding a student's participation in athletics will be determined by the coaches and the Headmaster.

For traveling off campus for activities, students must be in good standing academically and with the registrar's office. Students with outstanding debts will not be able to participate in off campus activities.

Leadership/ Community

Student Government

To be eligible for senior leadership positions at Ivy Collegiate Academy, students must meet specific criteria. This includes being in good academic standing and receiving at least two faculty nominations. Additionally, they must submit their applications within the designated time frame and secure the majority of votes from their peers. Any leadership position member, including student government, who does not fulfill their duties or is in violation of ICA's code of conduct may be removed from office at the discretion of the administrative team and Headmaster.

National Honor Society

To be eligible for a National Honor Society nomination at Ivy Collegiate Academy, 10th through 12th grade students must meet the criteria of the four pillars of excellence including exemplary efforts in scholarship, service, leadership, and character. NHS candidates must maintain academic eligibility with an 85% average or higher and have limited to no disciplinary records. In order to maintain eligibility, members must complete a minimum of 20 community service hours. Any NHS member who does not fulfill their duties or is in violation of ICA's code of conduct may be removed from good standing at the discretion of the administrative team and Headmaster.

Dormitory Prefects

Dormitory prefects are students that demonstrate exceptional leadership on the dorm floors. They are selected by the dorm parents and administrative team at the end of each school year for the following academic year. Any Prefect who does not fulfill their duties or is in violation of ICA's code of conduct may be removed from their position at the discretion of the administrative team and Headmaster.

New Student Liaison

New Student Liaison (NSL) members are students in good academic and disciplinary standing who devote their time to assisting new students with the adjustment to their lives at ICA. Any NSL member who

does not fulfill their duties or is in violation of ICA's code of conduct may be removed from their position at the discretion of the administrative team and Headmaster.

School and Student Safety

Emergency Procedures

Fire

- **Dormitories:**
    - Second Floor Boys:
        - All rooms exit towards the biology lab down the back stairs to the basketball court by the benches.
    - Third Floor Girls:
        - All rooms exit towards the physics lab down the back stairs to the basketball court by the benches.
    - Fourth Floor Boys:
        - All rooms exit towards the elevator, goes down the main stairs, out the lobby doors to the upper courts behind the New Building

- **Classrooms:**
    - **Old Building:**
        - Room 2 to Room 6 goes out to the basketball court by the benches
        - 2nd Floor Bio-Lab, 3rd Floor Physics Lab, 4th Floor Chemistry Lab, and Room 16 to the Environmental Lab goes down the stairs to the basketball court by the benches
        - Room 7 (Bio-lab) to Room 11 goes out the lobby doors to the upper courts behind the New Building
        - L-3, L-4, and L-5 to Room 13 goes down the main stairs, out the lobby doors to the upper courts behind the New Building

    - **New Building:**
        - Room 21 to Room 28 goes out the doors by the pond to the upper courts behind the new building
        - TV Studio, Library, and Computer Lab goes out the doors through the library to the upper courts behind the new building

        - Room 31 to 34 goes down the stairs and out the doors by the pond to the upper courts behind the new building
        - Design, Art, and Music rooms as well as the Auditorium goes out the emergency door and down the stairs to the upper courts behind the new building

- **Commons:**
    - **Tables 1-16:**
        - Exit through the main door, up the stairs, and to the basketball court by the benches
    - **Tables 17-28:**
        - Exit at the door located in the back left corner of the main dining hall, through the parking garage, and up the ramp to the front circle of Ivy high school.
    - **Senior Dining Hall:**
        - Exit at the door located in the back left corner of the main dining hall, through the parking garage, and up the ramp to the front circle of Ivy high school.
- **Weight room:**
    - Students and faculty using the weight room may exit the secondary doors on the left of the room, go up the stairs and out to the basketball court by the benches.
- **Pool:**
    - Students and faculty using the pool may exit the secondary doors on the right side of the room, go up the stairs and out to the basketball court by the benches.
    - Swim coaches and lifeguards should unlock and relock the exterior emergency door at the beginning and end of each swim session.

<u>Earthquake</u>

- **Dormitories and Classrooms :**
    - All persons in a dorm or classroom sit under their desks or harkness tables with their heads tucked and covered.
- **Auditoriums:**
    - All students and faculty should get onto the floor away from windows and cover their heads with their heads tucked and covered.
- **Commons:**
    - All persons in the commons sit under the tables with their heads tucked and covered.
- **Weight room:**

- Students and faculty using the weight room should exit the weight room to the commons and sit under the tables with their heads tucked and covered.

- **Pool:**
  - Students and faculty using the pool need to get out of the water immediately and sit against the farthest wall away from the windows with their heads tucked and covered.

<u>Emergency Evacuation</u>

- **Dormitories:**
  - Second Floor Boys:
    - All rooms exit towards Lab 2 down the back stairs to the basketball court by the benches.
  - Third Floor Girls:
    - All rooms exit towards the Lab 3 down the back stairs to the basketball court by the benches.
  - Fourth Floor Boys:
    - All rooms exit towards the elevator, goes down the main stairs, out the lobby doors to the upper courts behind the New Building
- **Classrooms:**
  - **Old Building:**
    - Room 2 to Room 6 goes out to the basketball court by the benches
    - Labs 2 through 4, and Room 16 to Lab 5 goes down the stairs to the basketball court by the benches
    - The Biology Lab to Room 10 goes out the lobby doors to the upper courts behind the New Building
    - L-3, L-4, and L-5 to Room 13 goes down the main stairs, out the lobby doors to the upper courts behind the New Building
  - **New Building:**
    - Room 21 to Room 28 goes out the doors by the pond to the upper courts behind the new building
    - TV Studio, Library, and Computer Lab goes out the doors through the library to the upper courts behind the new building

        - Room 31 to 34 goes down the stairs and out the doors by the pond to the upper courts behind the new building
        - Design, Art, and Music rooms as well as the Auditorium goes out the emergency door and down the stairs to the upper courts behind the new building
- **Commons**
    - **Tables 1-16:**
        - Exit through the main door, up the stairs, and to the basketball court by the benches
    - **Tables 17-28:**
        - Exit at the door located in the back left corner of the main dining hall, through the parking garage, and up the ramp to the front circle of Ivy high school.
    - **Senior Dining Hall:**
        - Exit at the door located in the back left corner of the main dining hall, through the parking garage, and up the ramp to the front circle of Ivy high school.
- **Weight Room**
    - Students and faculty using the weight room may exit the secondary doors on the left of the room, go up the stairs and out to the basketball court by the benches.

- **Pool**
    - Students and faculty using the pool may exit the secondary doors on the right side of the room, go up the stairs and out to the basketball court by the benches.
    - Swim coaches and lifeguards should unlock and relock the exterior emergency door at the beginning and end of each swim session.

<u>School Lockdown</u>

- **All Areas of School Grounds:**
    - All lights need to be turned off. All doors and windows need to be closed and locked. All students need to move away from windows, doors, and lines of sight from the hallways.

<u>School Closing</u>

All school closures are subject to government mandated guidelines. Parents and students will be notified via all official ICA communication platforms.

<u>Student Health Policy</u>

If a student feels unwell, exhibits symptoms such as fever, diarrhea (with or without nausea and vomiting), or is suspected of being ill at night or in the morning, students should report to the office to get

their temperature taken. Students may request a doctor's visit for any continued symptoms. Day students may request to return home after demonstrating symptoms of sickness. Boarding and Day students must receive approval from the Headmaster or Assistant Headmaster for doctor's visits or home. Prioritizing the student's health and well-being is the school's utmost concern. Parents will be notified by phone for major illnesses or accidents. If parents are not available via phone, a written notice will be given through the official Line account.

Medications

Teachers and office staff are not allowed to prescribe treatment or medication for students. However, administrators may give medication for a minor headache or to reduce fever while waiting for parents or a doctor's visit with parental permission. If temporary medicine or continued dosage is to be given by the administration, then parents must provide their own medicine along with a doctor's note explaining the medication and including directions. All medications must be registered with the main office to ensure student safety.

Technology Policy

Scope

This policy regarding acceptable technology use applies to all members of the ICA community, including but not limited to: students, faculty, administrators, staff, alumni, parents, and adjuncts. It covers the use of school-owned or personally-owned equipment, including wireless devices, when accessing the ICA school network. Detailed information can be found in this handbook, while faculty and staff are also guided by regulations outlined in the faculty handbook/Child Protection Policy.

Definitions

Users: All members of the ICA community who permanently or temporarily utilize ICA's network, internet, data, or other technological resources.

ICA School Network: Consists of all computers, terminals, printers, networks, approved systems, online and offline storage, software, and data files that are owned, managed, or maintained by the school for use to support academic, athletic, social, and administrative activities.

Intellectual Property: is defined as any creation of the mind that may relate to inventions, literary and artistic works, as well as designs and images for commercial use.

Expectations

- Access to the ICA network and technological resources is a privilege granted for the purpose of facilitating learning, school-sponsored communication, research, and other school-related needs.
- All students, faculty, and staff must use their ICA official email for any school-related matters and communications.
- Illegal activities utilizing the ICA network—such as drug, alcohol, or tobacco related activities; threatening the safety of another; vandalism; libel; gambling; cyberbullying; distributing obscenities; receiving, transmitting, or possessing child pornography; infringing copyrights; making threats—are strictly forbidden and will be reported to the appropriate authorities.

Good Network Citizenship

All users should practice acceptable online etiquette, including but not limited to:

- Be polite and use appropriate language in written and voice communication when using ICA network
- Use the network, computer systems, and communication tools in constructive ways such as but not limited to:
    - Homework
    - Projects
    - Papers
    - School events
    - Independent research
- Only use computers, other electronic hardware, file systems, and network resources that are authorized for your use. When in doubt, ask permission first.
- Do not be disruptive to others or discriminatory in any way.
- Do not attempt to tamper with the equipment or subvert or impair the operations of the network.
- Do not alter or delete any information that is contained on the ICA network or on any ICA databases.
- Use your own login and credentials and not another's.
- Do not misrepresent yourself online.
- Respect the privacy of other people's files and email.
- Use of a computer or communication tool to harass or threaten another clearly violates this policy and the ICA Honor Code.
- Respect academic rules regarding proper documentation and potential plagiarism concerns.

- When in doubt, consult a teacher or administrator.

Digital Citizenship Policy

At Ivy Collegiate Academy, our approach to technology use is guided by the principles outlined in the ICA Code of Conduct. Students are expected to utilize technology in a manner that aligns with classroom expectations and fosters a productive learning environment. This means ensuring that technology is not a source of distraction for oneself or others in the class and is not used as an excuse for failing to meet course requirements. Additionally, students are encouraged to regularly check all school and course communications, including emails, Google+, and course website postings, to stay informed about important updates and announcements.

Preparedness is key at ICA, and students are expected to come to class with their laptops ready for academic use. This includes having necessary files and software backed up and accessible, ensuring anti-virus software is up to date, and having a charged battery with a spare if needed. Technological skills are viewed as essential for active participation in courses, and students are encouraged to learn and develop these skills to enhance their academic experience. During the school day, students may only be logged into their ICA school browser. Students logged into their personal accounts may be subject to consequences. Lastly, students are reminded to exercise the same discretion and respect in online communication as they would in a face-to-face classroom setting, ensuring that all interactions in shared media platforms are conducted respectfully.

Electronic Communications

At Ivy Collegiate Academy, we emphasize the importance of responsible and ethical electronic communication among our school community members. Whether through email, instant messaging, social networking sites, or other online platforms, it is crucial to compose messages with utmost care, considering the potential impact on oneself, others, and the reputation of ICA. As these communications may be shared or forwarded beyond our immediate community, it is essential to adhere to the rules and regulations governing ICA representation in the electronic environment.

Furthermore, ICA upholds the right to review network usage and access data files, emails, voicemails, and other communications conducted through the school network. Consequently, members of the ICA community should understand that there is no expectation of privacy concerning such usage, files, or communications. It is imperative for all users to respect the privacy of others, uphold ethical behavior, and comply with legal restrictions regarding electronic data usage, including avoiding any violation or infringement of intellectual property rights.

In order to maintain safety protocols for all ICA community members, all communications must run through ICA accounts via Email, Hangouts, or Meets. This includes all off-campus events and field trips, with the exception of those traveling to Mainland China for school sponsored events. It is strictly prohibited for

faculty members and current students to have access to or in contact via other messaging platforms including but not limited to all social media, LINE, WeChat, and Whatsapp.

Students may contact their teachers and administrators via appropriate channels during the school day from 8:00am to 5:45pm with the expectations of a response. Students may contact their teachers and administrators via appropriate channels during evening study hall from 7:00pm to 9:00pm; however teachers are under no obligation to respond until the following day. Students may not contact their teachers or administrators after 9:00pm for any reason.

Moreover, the use of ICA branding elements, including the logo, school name, and branding tagline, in any electronic media or communication is strictly prohibited. This ensures the consistent and appropriate representation of ICA across all electronic platforms and helps safeguard the school's identity and reputation in the digital sphere. Adhering to these guidelines fosters a culture of integrity, respect, and responsible communication within the ICA community.

Other Student Supports and Services

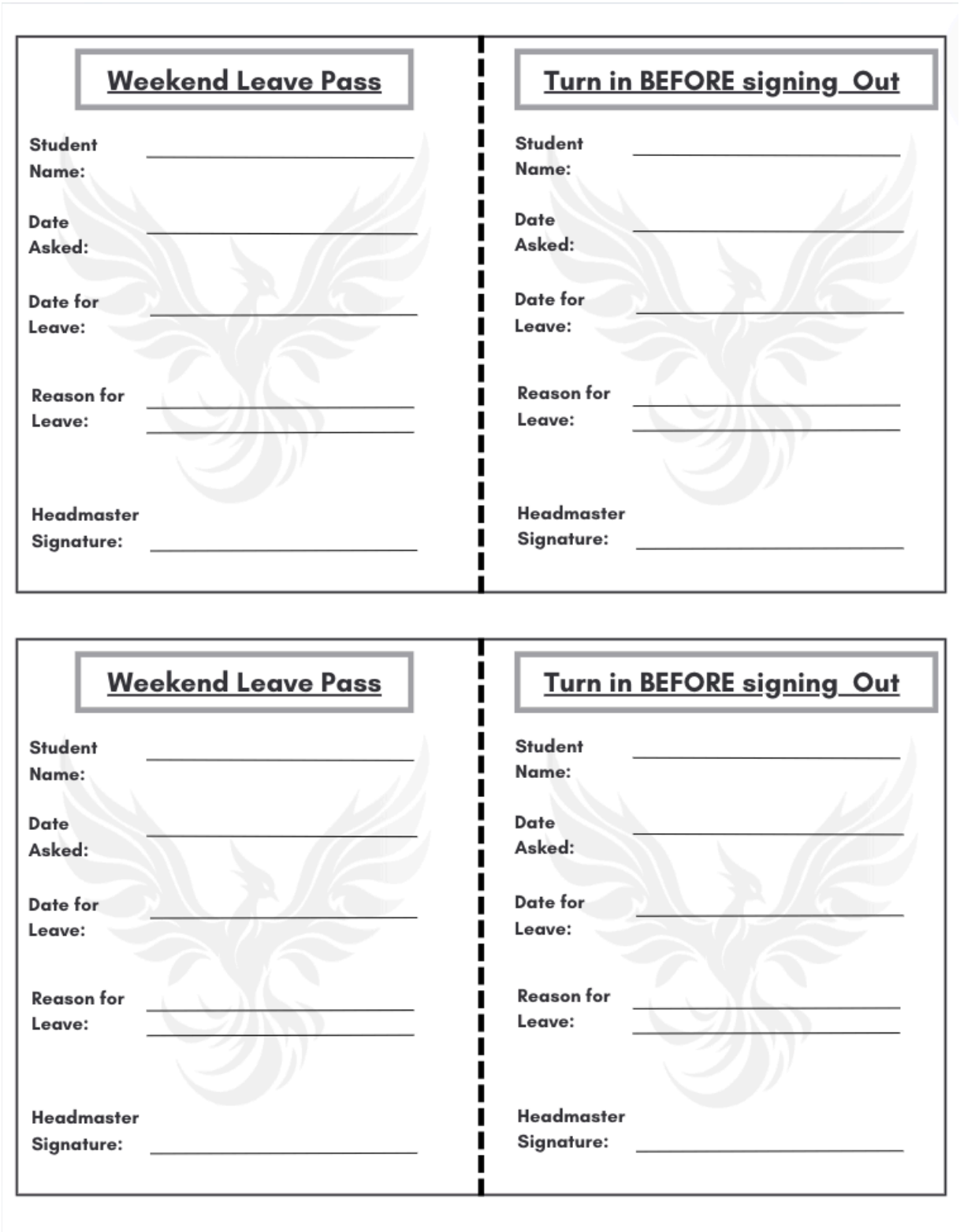
ICA Library

The ICA after school study hall which is supervised by certified teachers from each subject, serves as a vital hub for students' academic pursuits, providing a rich repository of knowledge and resources to support their learning endeavors. Students utilize the library during this time not only for research and studying but also as a space for exploration, collaboration, extra study help and quiet contemplation. The library is the location for all tutoring sessions, study halls, and various forms of academic assistance. Here, students find the guidance and support they need to excel in their studies, whether through one-on-one tutoring sessions, collaborative study groups, or independent study in a conducive environment.

However, with this privilege comes the responsibility to maintain the library's orderliness and functionality. Students are entrusted with the task of keeping the library clean, organized, and conducive to learning for themselves and their peers. This entails returning books to their designated shelves, keeping study areas tidy, and respecting library materials and equipment. This also means that students will not be allowed any food or drink in this space.

Appendix A

Weekend Leave Pass



Weekend Leave Pass

Student Name: _____

Date Asked: _____

Date for Leave: _____

Reason for Leave: _____

Headmaster Signature: _____

Turn in BEFORE signing Out

Student Name: _____

Date Asked: _____

Date for Leave: _____

Reason for Leave: _____

Headmaster Signature: _____

Weekend Leave Pass

Student Name: _____

Date Asked: _____

Date for Leave: _____

Reason for Leave: _____

Headmaster Signature: _____

Turn in BEFORE signing Out

Student Name: _____

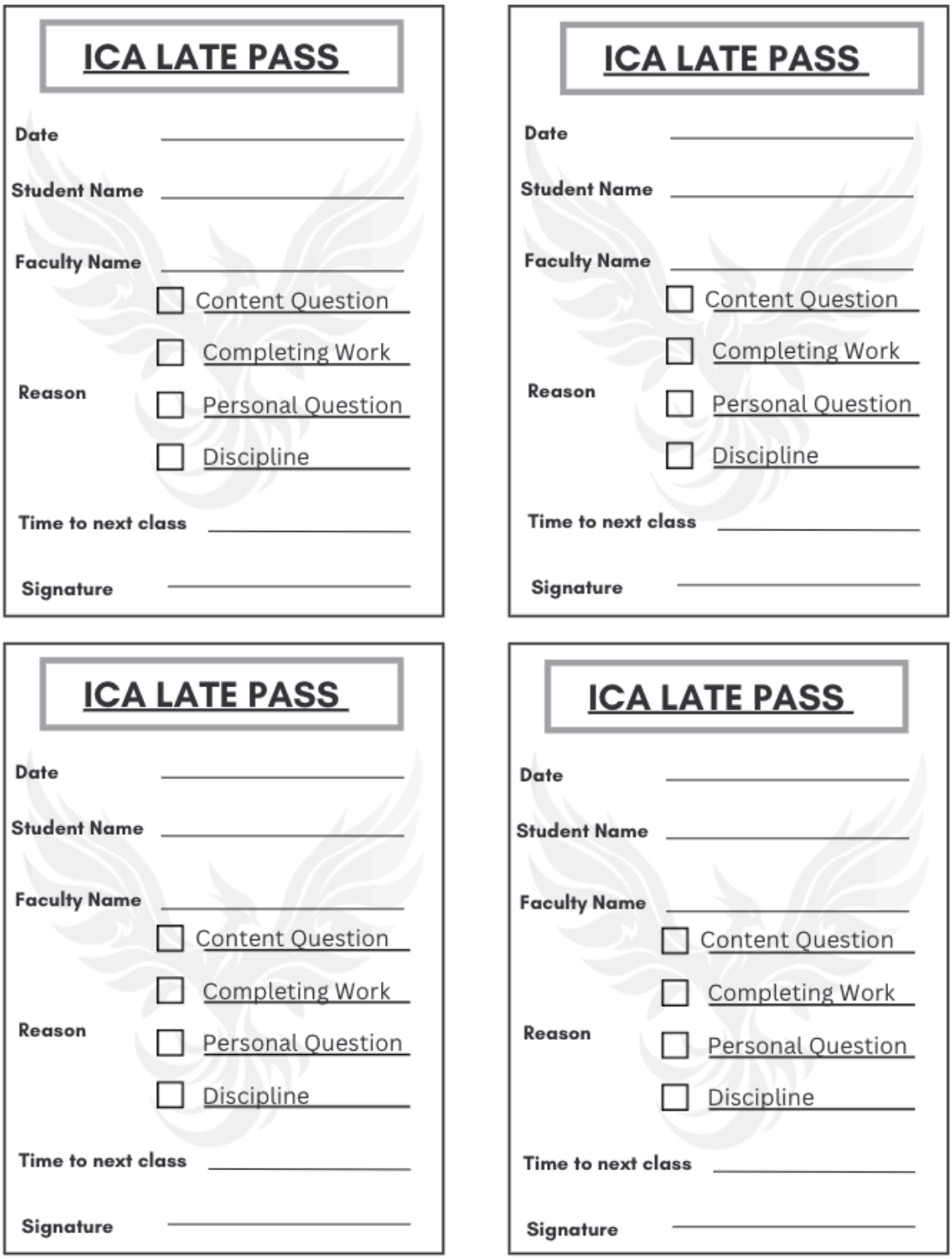
Date Asked: _____

Date for Leave: _____

Reason for Leave: _____

Headmaster Signature: _____

Late Pass from Teachers



ICA LATE PASS

Date _____

Student Name _____

Faculty Name _____

Reason
- ☐ Content Question
- ☐ Completing Work
- ☐ Personal Question
- ☐ Discipline

Time to next class _____

Signature _____

ICA LATE PASS

Date _____

Student Name _____

Faculty Name _____

Reason
- ☐ Content Question
- ☐ Completing Work
- ☐ Personal Question
- ☐ Discipline

Time to next class _____

Signature _____

ICA LATE PASS

Date _____

Student Name _____

Faculty Name _____

Reason
- ☐ Content Question
- ☐ Completing Work
- ☐ Personal Question
- ☐ Discipline

Time to next class _____

Signature _____

ICA LATE PASS

Date _____

Student Name _____

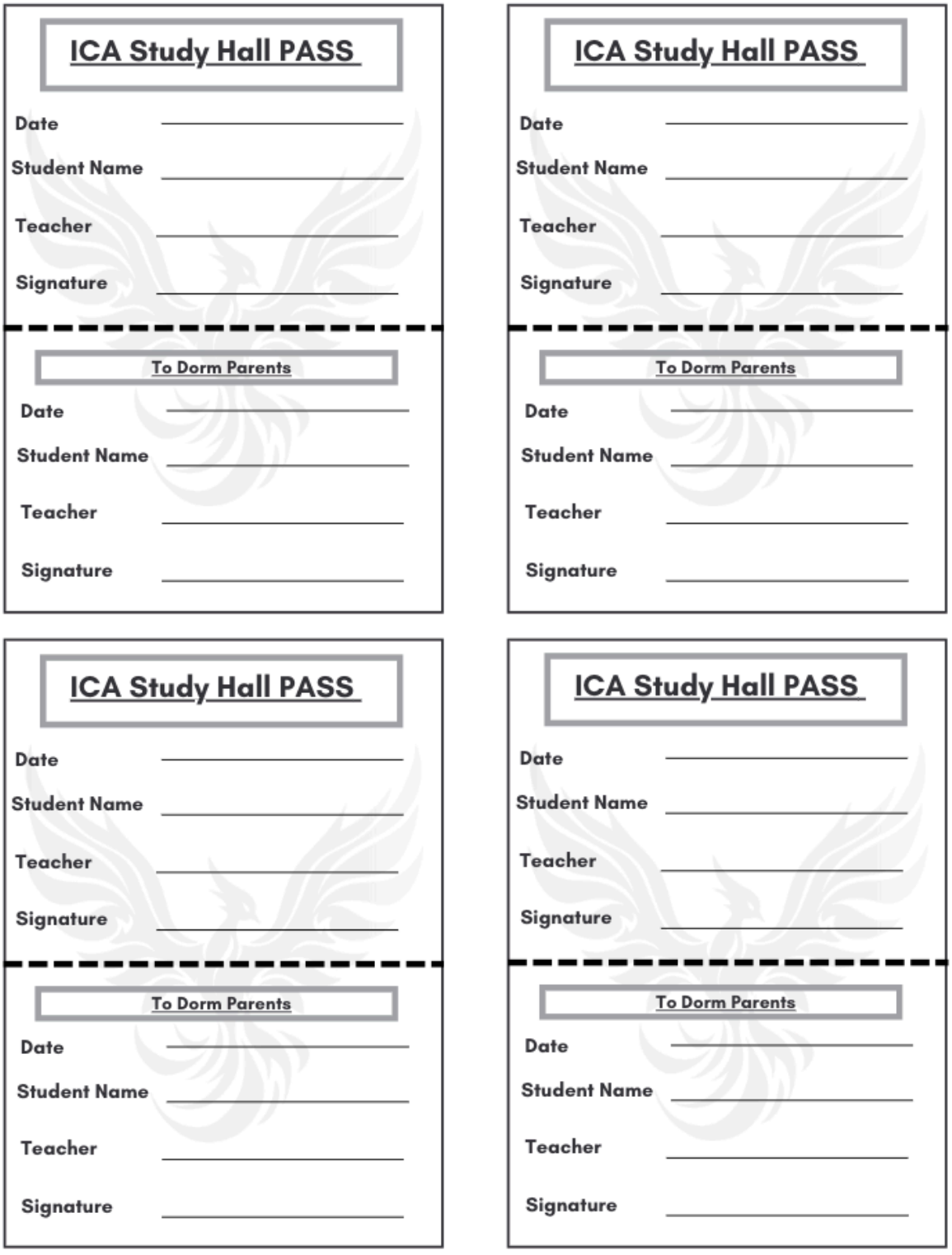
Faculty Name _____

Reason
- ☐ Content Question
- ☐ Completing Work
- ☐ Personal Question
- ☐ Discipline

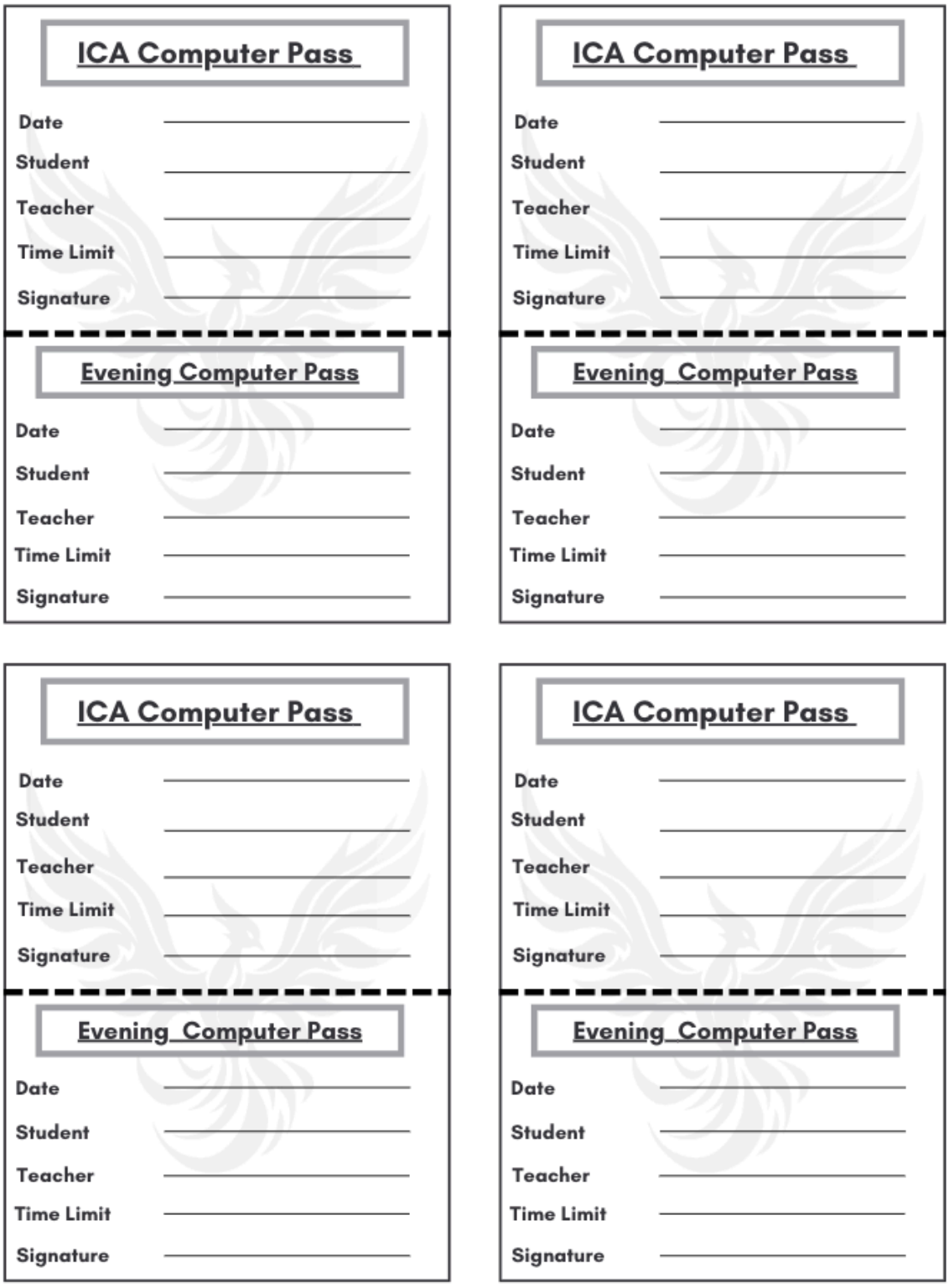
Time to next class _____

Signature _____

Evening Study Hall Pass



Computer Pass

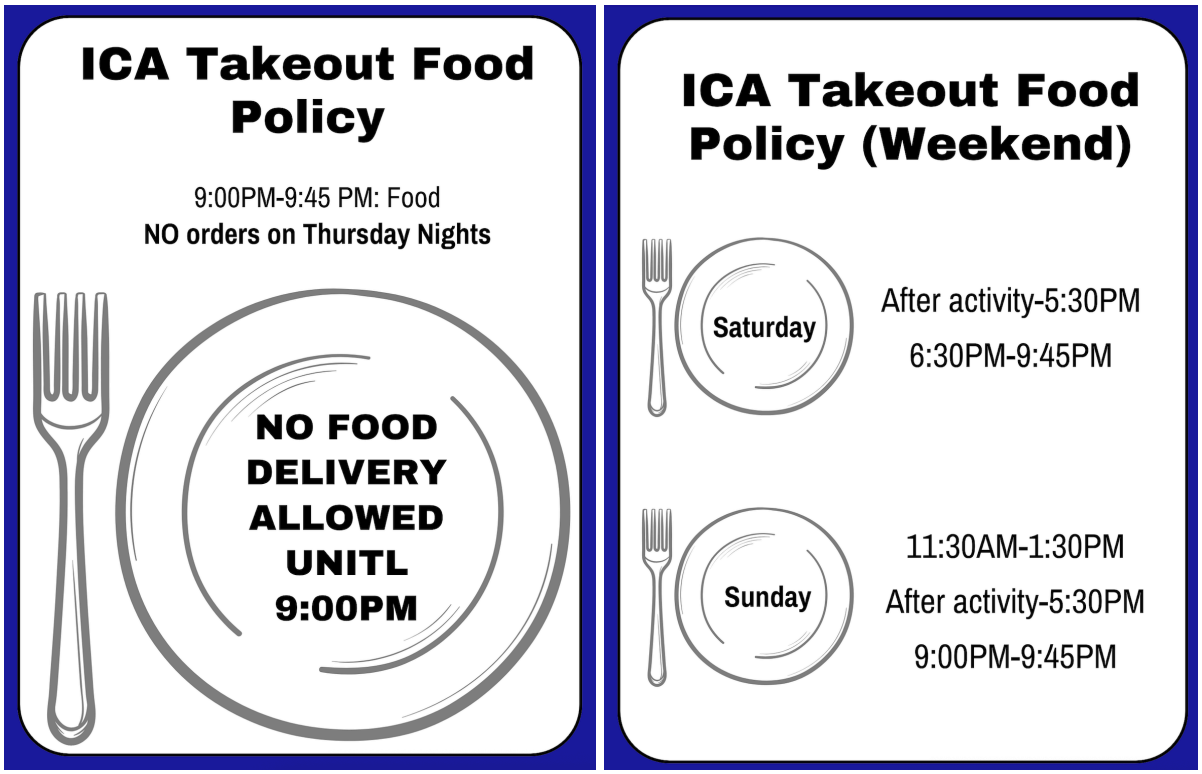


Appendix B

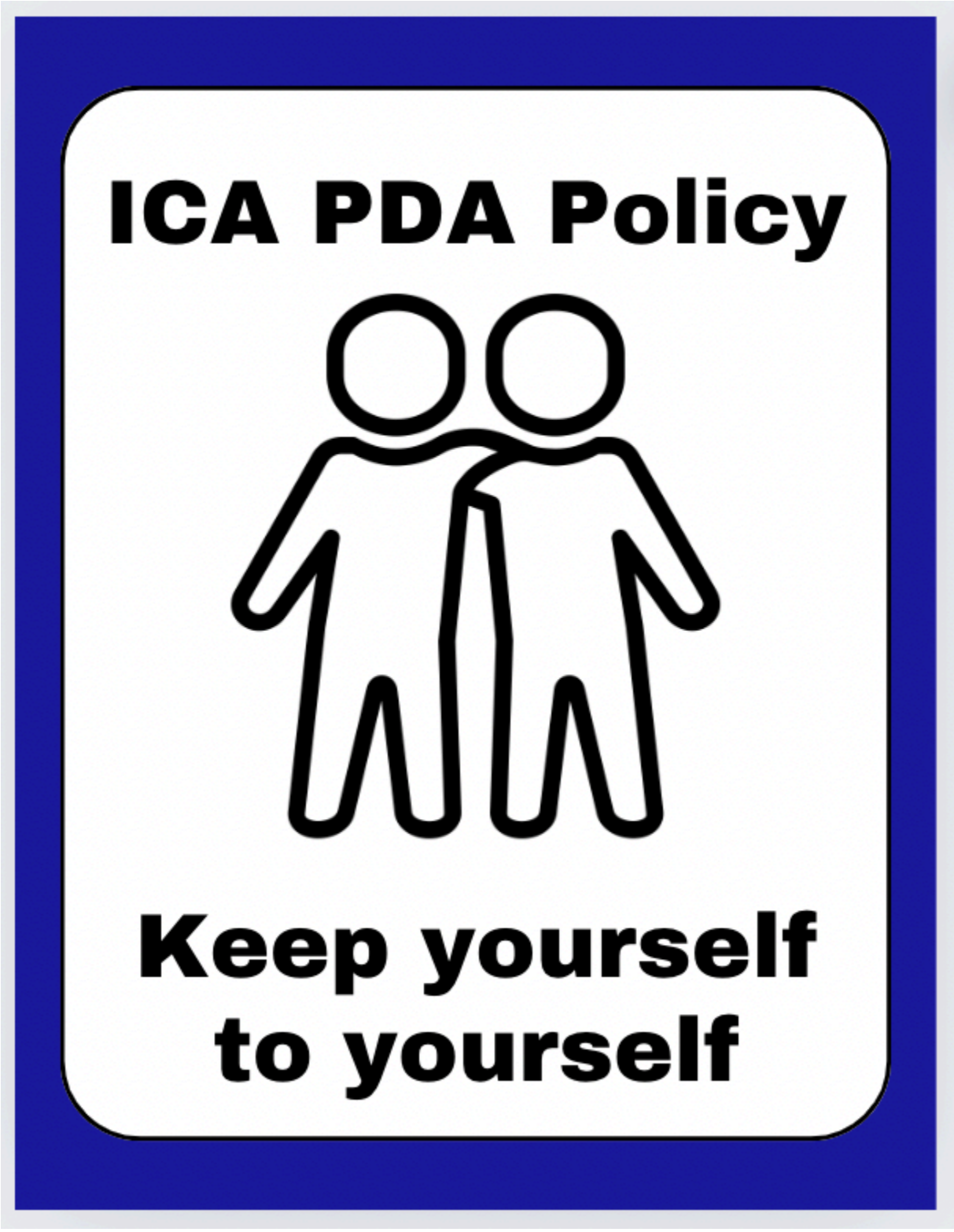
ICA Cell Phone Policy

Food in Classroom Policy

Food Delivery Policy



Public Displays of Affection Policy



Appendix C: Grading Scale

IVY COLLEGIATE ACADEMY

IVY COLLEGIATE ACADEMY OFFICIAL GRADING RANGE

Letter Grade	Percent Range	GPA Equivalent
A+	100–95	4.0
A	94–93	4.0
A–	92–90	3.7
B+	89–87	3.3
B	86–84	3.0
B–	83–80	2.7
C+	79–77	2.3
C	76–74	2.0
C–	73–70	1.7
D+	69–68	1.3
D	67–66	1.0
D–	65	.70
F	<64	.00

IVYCOLLEGIATE.ORG ADMINISTRATION@IVYCOLLEGIATE.ORG 886-4-2539-5011

Appendix D: School Maps

Main Building
1st Floor

Emergency Fire Exit Plan

Training Rm	Athletic Storage	Office Room Cafe #286	Writing Center #504 Ms. Jones	Conference #505 Room A	Room 3 #722	Room 5 #293	Room 7 #299	Room 9 #298	Room 10 #296
	AD Office Mr. Fu #502				Ms. Liang	Ms. Hall	Ms. Corson	Ms. Guerrero Ms. Randi Heth (room 9/10 coming Jan)	Mr. O'Connell
	Activities Office #501 Mr. Twitchell				Wellness/English	English	Biology	English	English

First Floor

Women's Bathroom	Men's Bathroom	Room 2 #295	Rm 4B #292	Rm4A #291	Room 6 #294	Room8		ICA Uniforms Ms. Kiki Ms. Linda	Main Offices #283/#353
		Mr. Soronio	Faculty Work Room Printer	Ms. S Wu	Mrs. King Mr. Pei Mei	Dr. Perez	Dr. Perez		
		English		English/ESL	English	Head of School	Assistant Head of School		Storage / Dean of Students

Main Building
2nd Floor

Emergency Fire Exit Plan

501	502	5	5	5	5	5	5	5	5	511 / 512	513/514 Student Room	
Open	Mr. Visser RA	0	0	0	0	0	0	0	1	Trey Hartford		
RA		3	4	5	6	7	8	9	0	RA		

Second Floor

515/516	5	5	5	5	5	5	5	5	525 / 526	527 / 528	Biology Lab #530
Mr. Jack Kane	1	1	1	2	2	2	2	2	Open	Mr. Luke Liao	Ms. Manstein
	7	8	9	0	1	2	3	4		Head RA	Biology

Main Building
3rd Floor

Emergency Fire Exit Plan

L3 #631	601	602	6	6	6	6	6	6	6	6	611/612	613/614	
Mr. Weatherell	Open Office Room	Ms. West (RA)	0	0	0	0	0	0	0	1	Student room conversion	Ms. Linda Storage Room	
		RA	3	4	5	6	7	8	9	0			

Third Floor

615 / 616	6	6	6	6	6	6	6	6	625/626	627/628	Physics #630
Ms. Eliana Swai RA	1	1	1	2	2	2	2	2	Randi Heth (Arrive Jan)	Ms. Armstrong (Head RA)	Mr. George
RA	7	8	9	0	1	2	3	4			

Main Building
4th Floor

Emergency Fire Exit Plan

L4 #730	701	702	7	7	7	7	7	7	7	7	711/ 712	713 / 714	
Music	Mr. Rathi RA	Mr. Terry Chang	0	0	0	0	0	0	0	1	Admin Room	Mr. Joe Zhang (RA)	
		(RA)	3	4	5	6	7	8	9	0	Mr. Fu		

Fourth Floor

715 / 716	7	7	7	7	7	7	7	7	725 / 726	727 / 728	Chemistry #740
Headmaster Room	1	1	1	2	2	2	2	2	Ms. Sunny Yang	Ms. Shunem Wu	Ms. Nixon
Dr. Christos & Shannon Perez	7	8	9	0	1	2	3	4			

Main Building
5th Floor

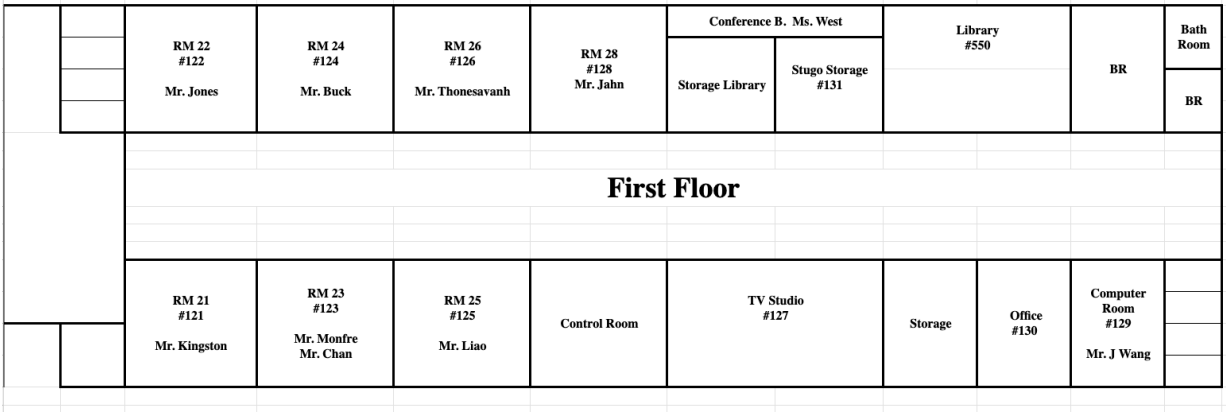
Emergency Fire Exit Plan

L5 #551	Room 11 #552	Room 12 #553	Room14A #554	Room 14B #555	Room 16 #556	Room 18 #557	Room 20 #558	
Mr. Zhang/Mr. Sun	Mr. Kane/Mr. Rathi	Ms. Aileen Chen	Ms. Emily Chang	Ms. Tseng	Mr. Jurgens/Mr. Nelson	Ms. Nancy Chen	Mr. Cilliers	Bathrooms
	History/English	Chinese	French	German	History/Math	Japanese	Science	

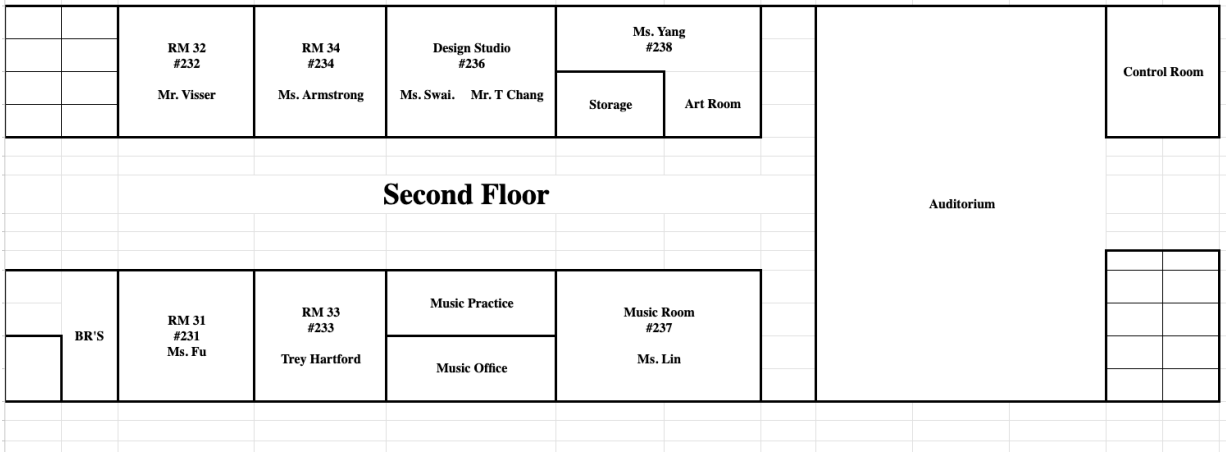
Fifth Floor

Auditorium A #564	Room 13 #563	Room 15 #562	Room 17 #561	Room 19 #560	Envir Lab #559
	Mr. Jong Wan	Mr. Lin	Ms. Yang	Mr. Richard Wang	Mr. Herbert
	Business/Korean	Chinese	Chinese	Engineering	Science

New Building
1st Floor



New Building
2nd Floor



Student Handbook Receipt and confirmation

Student: I have read the contents of the Ivy Collegiate Academy Student Handbook and have signed my acknowledgement of receiving the handbook.

Student Name: _____

Student Grade: _____

Date Received and Signed: _____