Welcome to the 2019-2020 school year of Ideal School! We are excited about a new year of opportunities. We envision this year being one that you grow socially, academically and emotionally, so you are prepared to meet the challenges and opportunities throughout your life.

This handbook seeks to outline the major policies and practices that govern student life at Ideal School. Ideal School expects students and families to conform to the guidelines listed.

Our Vision

All students will be prepared to successfully compete in a constantly changing global economy.
Our Mission Statement

Ideal School will deliver student-centered, research-based best practices instruction in a two-way dual language virtual interactive environment in all core subject areas.

Philosophy of Education

Ideal School believes that the most powerful factor in building engagement is identifying and fully deploying talents in the classroom. And not only students’ talents, rather, the talents of everyone involved in education must be leveraged, from student, teachers, and administrators to parents and families.

Expected Student Outcomes

**Social** – 1. To build meaningful, and positive relationship with their peers and teachers 2. To advocate for self through appropriate decision-making. 3. To use problem-solving and critical thinking. 4. To demonstrate teamwork and collaboration. 5. To develop effective communication skills.

**Academic** – To equip students for life and service through academic knowledge and the development of reasoned thought in the context of academics. 1. To relate the various subject matter areas with real life experiences. 2. To develop creative skills. 3. To develop an appreciation of the core content areas. 4. To gain knowledge and skills required for future study or for occupational competence.

**Emotional** – 1. To encourage integrity and sound character in all circumstances. 2. To strengthen and reinforce the positive character development of each student. 3. To apply himself/herself to his/her work to fulfill his various responsibilities. 4. To work independently and cooperatively. 5. To think for himself/herself and to stand up for his/her personal convictions in the face of adversity. 6. To learn good stewardship in the care and maintenance of personal and school property.

Admission Philosophy, Policies, and Procedures

Ideal is open to anyone in kindergarten through twelfth grade who is interested in securing an education, whom the school finds qualified for admission, and who agrees (and whose parents agree) that he or she shall abide by Ideal School’s rules and expectations. It must always be understood that attendance at Ideal School is a privilege, and not a right. Any student or parent who does not conform to the school’s standards of conduct and/or is unwilling to adjust to our environment must forfeit this privilege.
Ideal School seeks to provide an educational setting that best fulfills the prospective student’s needs as well as the needs of all students. For this reason each prospective student will be considered on an individual basis. No prospective student shall be denied admission on the basis of race, color, or national origin.

To aid in determination or appropriateness of admission the following must be completed or made available by the prospective student and the student’s parent(s)/guardians:

- Enrollment and application form with registration
- Language proficiency evaluation
- Past academic performance (if available)

The following are grounds for denial of admission or re-enrollment:

- Behavioral and disciplinary issues that are not reconcilable
- Special academic, emotional and neurological development, or medical needs that cannot be adequately met by Ideal School

**Admissions Procedure**

In accordance with Federal and State anti-discrimination laws and in accordance with the Washington Educational Equity Act, Section 1000.05(2)(a) Ideal School will not discriminate on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student in its school admission process.

**Preferences for Enrollment:**

1. Currently enrolled students

2. Siblings of currently enrolled students

3. Students who are the children of a member of the governing board of the school

4. Students who are the children of an employee of the school

5. Students who are the children of an active duty member of any branch of the United States Armed Forces
We will take the following initial steps to begin every enrollment process:

- Determine the number of spaces available in each grade based on the capacity in that grade and the anticipated number of returning students.
- Conduct enrollment and registration processes.

Parents/guardians of students who will enroll in the school will receive an enrollment package containing information about the school and forms necessary for registration. The enrollment package will include:

Proof of age

Contact information

Authorization for Publication of Student Photo

Transcript from previous school/institution

Registration forms and any other required by the school

Elementary

At Ideal School, our students receive outstanding instruction from qualified teachers. We offer all the state-mandated content area courses, to allow for maximum individual growth at all levels.

Middle and High School

Grades six through twelfth are classified as secondary students. Students are exposed to the offerings of the state-mandated content area courses, electives, as well as, leadership development through the Leader in Me program, allowing for maximum individual growth at all levels.
Grading Scale

Student grades are standards-based.

Exceeding (4 pts.)  Meeting (3 pts.)  Approaching (2 pts.)  Beginning (1 pt.)

Ideal school offers an online program to track student progress. Student grades can be observed online through your and your student’s portal. Each parent(s) and student is given a password to access their content.

Report Cards and Progress Reports

A report card with summative assessment scores for your student will be generated after SESSION #3, SESSION #6, and SESSION #9. Final report cards at the end of the year will be posted to the student and the parents’ portal. If a student is failing, or in danger of failing, a subject during a grading period, the parents will be notified by the teacher before the end of the grading period. Grades can also be checked electronically.

Class Scheduling

All class scheduling is directed by our administrator and is based on home location of the students and the number of enrolled students in each school zones.

Attendance Policies

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

Excused Absences
Absences are excused in the case of illness, funerals or weddings of close relatives. These absences may be excused if the following procedures are followed.

1. Parents of students seeking permission to miss school for any reason are asked to contact the school office in advance. Requests for permission to miss school must come from the parents, not the student. In emergencies, a phone request will be considered.

2. The school office will give the student an excused absence form that must be initialed by each teacher in order to facilitate communication about assignments for each class to be missed. The office may require that some of the work to be missed be completed before final permission is granted.

3. All work missed must be made up at the teacher’s directive. The student must take the initiative in completing missed work. The usual rule is the student has two days for each day missed to make up work.

Prearranged Absences

Students and their parents should make every effort to give a reasonable notice to the school office if they will be absent from school for reasons other than sickness. These absences fall under the following categories: 1. Family vacations that cannot be scheduled during normal breaks. 2. Church or government commitments. 3. Serious personal or family issues.

Students will be given permission to miss school for doctor and dentist appointments provided a note from his/her parents is brought to the office before school on the day of the appointment.

Unexcused Absences

Ideal School reserves the right not to grant permission to miss school, particularly when the student is not going to be accompanied by a parent or if a student is struggling academically. Absences for hunting, shopping, haircut appointments, “sleeping in,” or when proper arrangements have not been made in advance are unexcused. Any student who is absent for more than ten days or partial days in any one semester may be denied credit for the classes missed.

Tardiness

All students are expected to be on-time to each class. Students arriving late for the following reasons, with parent contact, will not be counted tardy:
1. Doctor or dental appointments that could not be scheduled otherwise.

Students who know they will be late to school for some unavoidable reason should have their parents call the school to give the reason.

**Conduct in the Classroom**

1. The teacher is given the responsibility of using preventive and corrective measures to ensure a high level of discipline within their classroom. Students are to conform to the rules and structure of the class.
2. Additional rules set forth by teachers to govern the activities of their classes are fully supported by the administration and carry the same importance as rules listed in this handbook.

The teacher is given the authority and responsibility for using preventive and corrective measures to maintain a high level of discipline within their classrooms. Continued or unusual negative behavior or attitudes will be reported by the teacher to the administrator. The student will be contacted by the administrator for counsel and correction.

Parents will be notified of the student’s attitudes or behavior as the situation or circumstances may warrant. They may be called for a conference to participate with the administrator or remedial action. The school must maintain the final authority to determine any action taken.

If discipline and counsel do not correct improper conduct or attitudes, the school may choose to employ disciplinary actions up to expulsion from the school.

**Policy regarding use of IT resources**

Please remember that access to Ideal School IT resources is a privilege, not a right, and that access requires responsibility. Individual users of the school’s resources are responsible for their behavior, actions and communications. The following rules have been established and access to the school's systems implies acceptance of these rules.
Students and parents must:

- Respect and protect the privacy of others
- Use only assigned accounts
- Not view, use, or copy passwords, data, or networks to which they are not authorized
- Not distribute private information about others or themselves
- Respect and protect the integrity, availability and security of all electronic resources
- Observe all network security practices, as posted;
- Report security risks or violations to the administrator
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner
- Conserve, protect, and share these resources with other students and Internet users
- Respect and protect the integrity, availability and security of all electronic resources
- Not infringe upon copyright or intellectual property rights (no making of illegal copies of music, games, or movies
- Not plagiarize
- Respect and practice the principles of community
- Communicate only in ways that are kind and respectful;
- Report threatening or discomforting materials to the administrator
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
- Not use the resources to further other acts that are criminal or violate the school's code of conduct
- Not send spam, chain letters, or other mass unsolicited mailings
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Consequences for violation

Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's IT resources.

Volunteering and Communication

Parent Volunteers

We value your input! There will be opportunities to serve in parent committees throughout the school year.

Parent/School Communication Publications
Ideal School POST is a monthly announcement bulletin. This is only one source of communication between school and families. The Ideal School POST newsletter is also available at our school website.

Website:  https://www.idealschool.education
Find us on Facebook:  https://www.facebook.com/idealschool.edu
Follow us on Instagram:  https://www.instagram.com/idealschool_edu/
Follow us on Twitter:  https://twitter.com/IdealSchoolEdu

Parent-Teacher Conferences

A parent-teacher conference is scheduled every month. This gives each child’s parents a specific block of time to discuss with the teacher(s) the progress and development of the child. Parents or teachers are encouraged to request special conferences at any time during the year. Please try and schedule appointments with teachers when you have concerns or other issues you want to discuss so teachers are allowed to leave school issues at school and focus on their own families away from the school setting.

Grade Tracking System

Ideal School offers an online program to track student progress. Student grades can be observed online through your and your student’s portal. Each parent(s) and student is given a password to access their content.

General and Miscellaneous Information

Computers

Computer and Internet policies will govern their use.

Internet

Students may have access to the Internet, for research purposes, with teacher supervision and parental approval. Students are not allowed to use computers during class time for email or social networking.
Makeup Work

Teachers are to communicate their procedures for makeup work. All work missed must be made up at the teacher’s directive. The student must take the initiative in completing missed work. The usual rule is the student has two days for each day missed for sickness (one day for vacations) to make up work.

Ideal School Headquarters Hours

Monday thru Friday from 8:00am to 5:00pm (Pacific Standard Time)

Mailing address

Ideal School

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Seattle, Washington, USA 98104

Phone

(888) 390-7044

Email

For administration questions or concerns: administration@idealschool.education

For academic questions or concerns: academic@idealschool.education

For general information: info@idealschool.education