



IVY HILL PREP BOARD OF TRUSTEES

Governance Committee Meeting Agenda – 3/3/2020

Committee Members: Kimberly Wedderburn Henderson, Derrick Lewis, & Marsha Michael

1. Discuss Current Status of Prospective Board Members

- Any new referrals

2. Discuss Creating Board Handbook

- Discuss Purpose (Recruiting New Board Members/Single place for all important trustee information)
- Review/Discuss Proposed Table of Contents

3. Discuss New Job Descriptions

- Any changes or suggestions
- Approval pending budget review

4. Discuss Plan for Renewal Benchmark Document

- See Draft (Work in Progress)

5. Discuss Review of Important Policies

- See Attached Chart
- Review current fiscal policies/employee handbook and student handbook to see if all policies have been created.

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*



Board of Trustee Handbook

TABLE OF CONTENTS

1. **Ivy Hill Prep Background**

- a. Mission
- b. Core Values
- c. Articles of Incorporation
- d. Provisional Charter Agreement – with annexed charter summary
- e. 501(c)(3) Determination Letter

2. **The Board of Trustees**

- a. Board Roster with Bios & Terms
- b. Trustee Job Description/Agreement
- c. Committee Job Descriptions
- d. Organizational Chart
- e. Board & Committee Meeting Calendar
- f. Important Yearly Meeting Dates (Budget Approval/HOS EVAL Board Assessment/Annual retreat/Annual Report Deadline)

3. **Bylaws & Board Policies**

- a. Bylaws
- b. Code of Conduct
- c. Conflict of Interest Policy

4. **Finance**

- a. Prior Year Annual Report
- b. Audit Report

5. **Ivy Hill Prep Staff**

- a. Staff Listing
- b. Organizational Staff Chart

6. **Ivy Hill Prep School Operations**

- a. Annual School Calendar
- b. Sample Daily Schedule
- c. Benchmark Dashboard
- d. Annual Performance Report

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACADEMIC SUCCESS					
BENCHMARK 1: Student Performance <ul style="list-style-type: none"> Meet or exceed indicators for academic proficiency Proficiency compared to district. 	<input type="checkbox"/> Meets <input type="checkbox"/> Approaches <input type="checkbox"/> Falls Below	<input type="checkbox"/> Meets <input type="checkbox"/> Approaches <input type="checkbox"/> Falls Below	<input type="checkbox"/> Meets <input type="checkbox"/> Approaches <input type="checkbox"/> Falls Below	<input type="checkbox"/> Meets <input type="checkbox"/> Approaches <input type="checkbox"/> Falls Below	<input type="checkbox"/> Meets <input type="checkbox"/> Approaches <input type="checkbox"/> Falls Below
BENCHMARK 2: Teaching and Learning <ul style="list-style-type: none"> System in place to cultivate share accountability and high expectations School has research-based practices and coherent curriculum and assessment aligned to NYS standards Teachers engage in strategic planning to address gaps in achievement to ensure consistent high achievement Differentiated materials in curriculum to ensure all grade 					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Academic Success					
<p>levels can master skills and concepts</p> <ul style="list-style-type: none"> Curriculum is systematically reviewed and revised 					
<p>BENCHMARK 3: Culture, Climate, and Student and Family Engagement</p> <ul style="list-style-type: none"> 					
<p>BENCHMARK 4: Financial Condition</p> <ul style="list-style-type: none"> 					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Academic Success					
BENCHMARK 5: Financial Management <ul style="list-style-type: none"> • • 					
BENCHMARK 6: Board Oversight and Governance <ul style="list-style-type: none"> • • • 					
BENCHMARK 7: Organizational Capacity <ul style="list-style-type: none"> • • 					
BENCHMARK 8: Mission and Key Design Elements <ul style="list-style-type: none"> • • 					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Academic Success					
BENCHMARK 9: Enrollment, Recruitment, And Retention <ul style="list-style-type: none"> • • 					
BENCHMARK 10: Board Oversight and Governance <ul style="list-style-type: none"> • • • 					
BENCHMARK 11: Organizational Capacity <ul style="list-style-type: none"> • • 					



Ivy Hill Prep Charter School Policies

Board Governance Policies	Approved by Board	Date Approved
1. Bylaws	Yes-Unanimous Vote	7/1/2018
2. Board Attendance Policy	Yes-Unanimous Vote	7/1/2018
3. Board Fundraising Policy	Yes-Unanimous Vote	8/1/2018
4. Conflict of Interest Policy & Code of Ethics	Yes-Unanimous Vote	7/1/2018
5. Indemnification Policy	Yes-Unanimous Vote	8/1/2018
6. Head of School Policy	Yes-Unanimous Vote	8/1/2018
7. Compensation Policy	Yes-Unanimous Vote	8/1/2018
8. Gift Acceptance Policy	Yes-Unanimous Vote	8/1/2018
9. Board Code of Conduct		
10. Board Handbook		
11. Volunteer Policy	Yes-Unanimous Vote	7/1/2018
12. Family Education Rights and Privacy Act Policy	Yes-Unanimous Vote	7/1/2018

Fiscal Policies	Approved by Board	Date Approved
1. Investment Policy		
2. Borrowing Policy		
3. Capital Expenditures Policy		
4. Check signing and Withdrawal of Funds Policy		
5. Expense Reimbursement Policy		
6. Risk Management Policy		
7. Procurement Policy		
8. Record Retention and Disposal Policy		

Personnel Policies	Approved by Board	Date Approved
1. Confidentiality Policy		
2. Grievance Policy		
3. Nepotism Policy		
4. Equal Opportunity Employment Policy		
5. Disability Accommodation Policy		
6. Harassment Policy		
7. Substance Abuse Policy		
8. Attendance Policy		
9. Smoking Policy		
10. Staff Handbook		

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

Student and Family Policies	Approved by Board	Date Approved
1. Enrollment Policy		
2. Attendance/Late Arrival Policy		
3. Uniform Policy		
4. Code of conduct		
5. School Cancellation and Delays Policy		
6. Personal Items/Electric Devices Policy		
7. Promotion Policy		
8. Discipline Policy		
9. Student and Family Handbook		

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

BOARD OF TRUSTEES FUNDRAISING POLICY

The Ivy Hill Preparatory Charter School (hereinafter “Ivy Hill Prep”) Board of Trustees is a fully giving Board. Trustees are expected to give an annual monetary gift to Ivy Hill Prep and are asked to make Ivy Hill Prep a priority in their personal giving. Trustees are expected to be involved in fundraising by using their personal and business connections when appropriate, by soliciting funds when appropriate, by serving on fundraising committees, and by attending fundraising events.

Adopted by Ivy Hill Prep’s Board of Trustees on _____

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

INDEMNIFICATION POLICY

Ivy Hill Preparatory Charter School (hereinafter “Ivy Hill Prep”) organization will purchase and maintain Trustees and Officers Liability Insurance (often called D&O). Liability insurance will be payable to the Trustees, officers of the corporation, or to the organization itself, as indemnification or reimbursement for losses or advancement of defense costs in the event an insured suffers such a loss as a result of a legal action brought for alleged wrongful acts in their capacity as Trustees and officers.

Ivy Hill Prep will not provide indemnification for items arising from the individual’s participation in an act which provided him/her with financial gain or some other advantage for which the individual was not entitled to or for a self-dealing transaction. Indemnification may also be denied in a proceeding brought by or on behalf of the corporation, if it is determined that the indemnitee did not meet the standard of conduct required.

This indemnification includes expenses for attorneys’ fees, judgments, fines, and amounts paid in settlement and reasonably incurred by him/her in connection with such action, suit, or proceeding if the individual acted in good faith and in a manner he/she reasonably believed to be in the best interest of Ivy Hill Prep. Indemnification for criminal proceedings will only be provided if the person had reasonable cause to believe their conduct was lawful.

Adopted by Ivy Hill Prep’s Board of Trustees on _____

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

HEAD OF SCHOOL POLICY

The Board of Trustees of Ivy Hill Preparatory Charter School (hereinafter “Ivy Hill Prep”) shall rely on its Board Chair and the Head of School to provide professional and administrative leadership. The Head of School shall be hired by and report directly to the Board of Trustees.

The Head of School will be responsible for the day-to-day administration of the school’s affairs and will manage and direct all activities of the organization as prescribed by the Board. The Head of School will have the power to hire and discharge employees of the school and will oversee and direct their activities in carrying out the work of the school. The Head of School is the Board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Head of School. The Head of School will, directly or indirectly, supervise all other staff members employed by the school and is responsible for selecting staff members, conducting staff evaluations, and recommending compensation levels.

Accordingly:

1. The Board will never give instructions to persons who report directly or indirectly to the Head of School.
2. The Board will refrain from evaluating any staff other than the Head of School.
3. The Board may view Head of School performance as identical to organizational performance, so that organizational accomplishment of ends, policies, and organizational operations (within the boundaries established in board policies on executive limitations) may be viewed as successful Head of School performance.

Annual Head of School Performance Evaluation:

Charter schools receive autonomy over fiscal management and the academic program in exchange for accountability, which measures the school’s attainment of specific mission-oriented academic, operational, and governance goals.

The Board of Trustee’s key responsibility is to manage the school through the performance of the Head of School of Ivy Hill Prep. There are three core purposes of the evaluation, to recognize

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

areas of strength and success, to articulate areas for improvement and/or focus and to give overall feedback on performance to date.

Annually, the board will convene an ad hoc Head of School Evaluation Committee, to consist of three members to include the Board Chair, the Treasurer, and the Chair of the Academic Achievement Committee. The Committee will conduct the evaluation in accordance with its Head of School Evaluation Protocol. The protocol must be adopted by the Board and provides guidelines for, how to gather information to inform the evaluation, a timeline for evaluation activities that aligns with the school year and what to include in the written evaluation document.

Adopted by Ivy Hill Prep's Board of Trustees on _____

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

COMPENSATION OF BOARD OF TRUSTEES POLICY

All Ivy Hill Preparatory Charter School (hereinafter “Ivy Hill Prep”) Board of Trustees shall serve on a volunteer basis and will **not** receive any compensation in consideration for performing their duties. However, Trustees may be reimbursed, with prior approval, for any necessary expenses incurred as a result of carrying out their duties.

Trustees are required to follow the provisions contained herein, to avoid any conflict of interest or the appearance of a conflict of interest.

1. If a Trustee is asked or volunteers to perform a service in his/her capacity as Trustee, he/she is **not** permitted to charge or be reimbursed for the services rendered.
 - **For Example:** A Trustee, an attorney, is asked by the board to research and/or give an opinion regarding director liability. The Trustee may not request or accept payment for completing the research and the task must be completed by the Trustee/attorney as a volunteer.
2. If a Trustee desires to provide a particular service or product as his/her contribution to Ivy Hill Prep, he/she will submit a bill to the organization, be reimbursed, and then contribute that reimbursement as a contribution.

Adopted by Ivy Hill Prep’s Board of Trustees on _____

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

GIFT ACCEPTANCE POLICY

Ivy Hill Preparatory Charter School (hereinafter “Ivy Hill Prep”) reserves the right to decline any financial commitment, gift, or bequest, as well as the right to determine how a gift will be credited and/or recognized.

Unrestricted gifts shall be encouraged, unless:

1. The donor indicates that he or she is willing to make a restricted gift only,
2. The option of a restricted gift will otherwise significantly increase the chances of obtaining a gift from the donor.

In drafting instruments giving restricted gifts to Ivy Hill Prep, or to any of the affiliated organizations, donors and their advisors shall be encouraged to use language that would permit application of the gift to a more general purpose if, in the opinion of the board of trustees, the designated purpose is no longer feasible.

All receipts from unrestricted bequests, annuities, charitable remainder trusts, or charitable lead trusts shall become a part of the general endowment, unless the executive committee determines that a particular unrestricted gift of the type enumerated in this paragraph should be deposited in a different account.

Ivy Hill Prep will not pay commissions or finder’s fees as consideration for directing a gift to Ivy Hill Prep or to any of Ivy Hill Prep’s affiliates.

Donors are responsible for obtaining their own appraisals for tax purposes of real property or tangible or intangible personal property being given to Ivy Hill Prep, and for any fees or other expenses related to such appraisals.

Ivy Hill Prep retains the right to obtain its own qualified appraisals of real property or tangible or intangible personal property being offered as a gift, at its own expense.

Ivy Hill Prep will acknowledge receipt of gifts of tangible personal of real property in accordance with IRS requirements, and will sign any IRS form or other documents necessary for the donor to obtain a tax deduction for such gifts, so long as such acknowledgment does not entail valuing the gift.

Prospective donors shall be responsible for their own legal, accounting, appraisal, transportation, and other fees related to Ivy Hill Prep.

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Volunteer Policy

1. **Purpose:** The purpose of this policy is to comply with the New York State Education Department's regulations, and to help ensure a safe environment for students, parents, teachers, staff, and volunteers.

2. **Definitions:**

A. "Regular volunteers" means those persons, including relatives of students, who commit to serve on a regular basis at a school district, charter school or other educational entity without compensation.

B. "Spontaneous volunteers" means those persons who agree to fill an urgent, temporary need for a school district, charter school or other educational entity without compensation and who are not pre-registered as a regular volunteer.

3. **Regular Volunteers**

A. In seeking and accepting the voluntary services of qualified, interested individuals, Ivy Hill Preparatory Charter School ("Ivy Hill Prep") recognizes that it has basic responsibilities to the regular volunteers as well as to the students and to themselves.

B. It shall be responsibility of the Head Administrator or their designee(s):

- 1) To interview all prospective regular volunteers and do a background check including any history of drug abuse or drug dealing, domestic violence, DUI offenses, and sex crimes;
- 2) To provide all regular volunteers with a job description, outlining specific duties, time commitment and qualifications for acceptance as a regular volunteer;
- 3) To provide appropriate training, supervision and evaluation of regular volunteers; and
- 4) To instruct all regular volunteers to understand that failure to obey the code of ethics and standards of professional conduct as provided in [Act Title and Section] concerning the obligations of school personnel is grounds for dismissal.

C. Regular volunteers shall not be allowed to begin their service until after their duties are explained to them and they have accepted in writing the volunteer pledge acknowledging the duty of the volunteer:

- 1) to deal justly and considerately with each student, school employee or other volunteer;
- 2) to share the responsibility for improving educational opportunities for all;
- 3) stimulate students to think and learn, but at the same time protect them from harm;

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



- 4) to respect the confidentiality of student records and information about students, their personal or family life;
- 5) not to discriminate or to permit discrimination on the basis of race, color, national origin, ethnicity, sex, sexual orientation, disability, religion or serious medical condition against any person while on duty as a volunteer;
- 6) to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior;
- 7) to avoid giving gifts to any one student unless all students similarly situated receive or are offered gifts of equal value for the same reason;
- 8) to avoid lending money to students;
- 9) to avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex and maturity of the student;
- 10) to avoid giving a ride to a student;
- 11) not to engage in sexual harassment of students, other volunteers or school employees;
- 12) not to engage in inappropriate displays of affection, even with consenting adults,
- 13) while on school property or during school events off premises;
- 14) not to possess or use tobacco, alcohol or illegal drugs while on school property or during school events off premises;
- 15) to use educational facilities and property only for educational purposes or purposes for which they are intended consistent with applicable law, policies and rules;
- 16) to avoid any violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct when on school property or off campus at school functions;
- 17) to refrain from using school information technology equipment, hardware, software or internet access for other than a school related purpose;
- 18) to refrain from striking, assaulting or restraining students unless necessary in the defense of self or others;

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



19) to refrain from using inflammatory, derogatory or profane language while on school property or while attending school events off premises;

20) to refrain from bringing or possessing firearms or other weapons on school property except with proper authorization;

21) not to be under the influence of alcohol or illegal drugs on school property or at school events off premises; and

22) to report, as appropriate under the circumstances, violations of this pledge by other regular volunteers or school employees.

D. For the mutual protection of regular volunteers and the school, personnel administering regular volunteer programs shall provide a safe place to work and clear project organization or direction, establish and inform regular volunteers of emergency procedures, ensure that regular volunteers understand that their activities create participating member's liability, and that ethical standards apply to them as well as to regular school employees. Personnel shall inform each regular volunteer in writing of the reserved right to dismiss unsatisfactory regular volunteers and of the established procedures for doing so.

4. Spontaneous volunteers

Under law spontaneous volunteers are not subject to these rules, but spontaneous volunteers must be supervised always by an employee or regular volunteer of the school.

Adopted by the Ivy Hill Prep's Governing Board on _____

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep Charter School Policies

Prospective donors shall be strongly encouraged in all cases to consult with their own independent legal and/or tax advisors about proposed gifts, including tax and estate planning implications of the gifts. No representative of Ivy Hill Prep shall provide legal or tax advice to any donor or prospective donor.

Upon request, representatives of Ivy Hill Prep may provide to the donor with sample bequest language for restricted and unrestricted gifts, to ensure that a bequest is properly designated. Ivy Hill Prep may also provide, upon request, IRS approved trust agreements, for review and consideration by the donor and his or her advisors. The specimen or sample nature of such language or agreements shall be clearly indicated on all documents given to donors, and donors shall be advised that consultation with their own legal advisors is essential prior to use of such standard language or specific agreements.

All information about donors and prospective donors, including but not limited to their names, the names of their beneficiaries, the nature and amounts of their gifts, and the sizes of their estates will be kept strictly confidential by Ivy Hill Prep and its representatives, unless the donor grants permission to release such information. All requests by donors for anonymity will be honored, except to the extent that Ivy Hill Prep is legally required to disclose the identity of donors.

The Treasurer or Chair of the development committee or any other person designated by the board of trustees is authorized to enter into planned gift agreements on behalf of Ivy Hill Prep, and to execute all documents necessary or appropriate to consummate such agreements.

Any exceptions to these Gift Acceptance Policies may be made only in exceptional circumstances, on an individual basis, and shall require the approval of the Chair of the Development Committee and Executive Committee of the Board.

These Gift Acceptance Policies may be amended by the Board of Trustees, upon recommendation from the development committee.

Adopted by Ivy Hill Prep's Board of Trustees on _____

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Family Educational Rights and Privacy Act Policy

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

1. The right to inspect and review the student's education records within forty-five (45) days after the day the School receives a request for access.

Parents or eligible students should submit to the Registrar a written request that identifies the records they wish to inspect. The Registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Ivy Hill Preparatory Charter School ("Ivy Hill Prep") to amend a record should write the Head Administrator clearly identifying the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Governing Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Upon request, the School discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ivy Hill Prep to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

The address and phone number of Ivy Hill Prep are: 275 Euclid Avenue, Brooklyn, NY 11208

Adopted by the Ivy Hill Prep's Governing Board on _____

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.