



June 19, 2018

Dear Ivymount Families,

We are excited to begin the 2018-19 school year on Monday, July 9<sup>th</sup>. In preparation for the new school year, we ask that **ALL** of our Ivymount families (both new and returning) review the enclosed information. Please complete and return **ALL** forms before students return to school on or before July 9<sup>th</sup>.

Our **2018-19 Ivymount Handbook for Families** contains all of our school policies and procedures [many of which are required by the Code of Maryland Annotated Regulations (COMAR)], and provides helpful information for students and families. The handbook is accessible on our website under the family portal ([www.ivymountschool.org](http://www.ivymountschool.org), click on "For Families" at the bottom of the home page and then click on "Resources"). Please email [AAlovord@ivymount.org](mailto:AAlovord@ivymount.org) to request a hard copy of the handbook. Once you have read the handbook please sign the acknowledgement form in your packet.

Of special note are the sections on:

- Health/Medication Policies (Handbook page 21)
- Positive Behavior Policies and Procedures (Handbook page 27)
- School Administration Contacts (Handbook page 39)

Please be sure you have also reviewed and understand our Attendance Policy regarding excused and unexcused absences (Handbook pages 11-12). It is important for your child to attend school every day, and all absences need to be reported each day your child is absent. Many school jurisdictions request weekly attendance reports and require attendance meetings with parents for excessive absences. **Non-attendance is a placement issue.** Please report an absence by email: [attendance@ivymount.org](mailto:attendance@ivymount.org) or by calling the front office at: 301-469-0223.

We require at least **one current email address and one phone number that can receive text messages** on file for a parent or guardian in order to effectively communicate with you about situations that may occur, as well as to provide timely information about events, information and requests from Ivymount. *IvyNotes*, our weekly e-news, is distributed via email each Sunday night to all of the parent emails we have on file. If you do not receive an IvyNotes email on Sunday, July 8th please send an email to: [communications@ivymount.org](mailto:communications@ivymount.org).

We value the role of the parents in our Ivymount community and thank you for your continued support and involvement; our team is stronger with your participation.

Sincerely,

Susan Holt  
Executive Director

Amy Alvord  
Education Director