

GENERAL INFORMATION IMPORTANT TO PARENTS

Attendance Policy:

It is the policy of iPoly that students attend class regularly; that work missed because of school related activities or illness be promptly made up (failure to do so may result in the teachers not accepting the work). Absences other than illness are highly discouraged because of the nature of our educational program.

Clearing Absences:

When a student is absent from school, the parent must notify the school by calling the Main Office at (909) 839-2320 or sending a note to indicate the reason for the absence. Each tardy of thirty (30) minutes or more is considered an absence. Student absences are to be cleared within three days of absence. All un-cleared absences will be considered as truant.

Returning from an Absence:

The student is responsible to obtain a readmit upon return from an excused or unexcused absence from the Main Office. Students should allow ample time to obtain a readmit prior to the start of class. Tardy due to obtaining a readmit will not be excused.

Tardies:

A tardy occurs when the student is not inside the classroom as the class begins.

Dance Regulations:

Dress for most dances will be regular school attire. Formal attire is required or winter formal and the prom. Any special attire will be announced prior to the dance.

Students will be asked to present their iPoly High School ID card. Students must remain inside or within specified areas once they have arrived. Once a student leaves the dance, the student cannot return. iPoly does not supervise students once they leave the dance.

Dances are held from 7:00 pm to 11:00 pm unless otherwise stated. Parents must pick up their students promptly at the end of the dance. Do not wait to have the student call home. It is recommended that parents meet their students at the actual location of the dance and not in the parking lots. Most dances are held on the Cal Poly campus and passageways are not well lit.

You'll need to park in the "K" lot (next to iPoly) and walk to the location. Dances on campus are typically held in the Student Union and occasionally in the gymnasium.

Formal dances are typically held off campus and their ending time is announced to the students. Please plan to arrive at least 15 minutes prior to the end of the dance. Again, do not wait for a phone call from your student, unless they are calling to be picked up before the dance ends. iPoly discipline policy applies to dances and any school related activities.

Drop Off and Pick-up:

Parents must pull into a parking spot to drop off and also pick up their student. Cal Poly police can ticket drivers that do not follow this policy.

Emergency Procedures:

In an emergency, follow the guidelines below. Since iPoly is not a regular high school, different types of responses are needed:

iPoly Village:

If the emergency occurs during a regular class, students are to remain with their classroom teacher. If before school, at break, lunch time or at the end of the day, students are to report to their House teacher. If on the Cal Poly Campus students are to report directly to their supervising teacher and not attempt to return to the iPoly Village. Supervising instructor will call iPoly's main office and report any absences.

Cal Poly Campus:

If students are on the Cal Poly Campus (without a supervising teacher during an emergency), they are to report to the nearest building and report to any adult staff. They are to ask for the Building Marshall. Students need to state that they are an iPoly student and request that iPoly's main office be called at 909-839-2320. Students are to remain until released by the Building Marshall, at which time iPoly will be notified of their release by the Building Marshall. General

Safety Measures on the Cal Poly Campus, students should:

- Have a partner or a group of friends with them at all times
- Avoid isolated areas
- Program their cell phone with the University Police telephone number (909) 869-3070
- Attempt to take college classes with other iPoly students
- Wait for transportation in a location that is open and well populated

For more information regarding our emergency policies please visit our [Emergency Response page](#)

Parents: (After school, please pick up your students before 5:00 pm. Supervision is not guaranteed after school hours.)

Blue emergency phones are located in the parking lots for emergency purposes for use by anyone on the Cal Poly Campus.

Free and Reduced Lunch:

Many of our students receive free and reduced lunches. We accept applications at any time. Lunches are distributed daily from the Main Office.

Food Policy:

Students are not allowed to bring home cooked foods to school for any celebrations at school, personal or school related. Only store bought food that has a label showing all ingredients can occasionally be brought to school to support a teacher sponsored activity.

Library Services:

iPoly students are privileged to use the Cal Poly Library. Students may check out materials by presenting their iPoly Student ID cards that have a barcode placed on the backside. At registration, parents submitted a signed Cal Poly Library Contract, which is on file at iPoly. This contract links students to their parent's who are ultimately responsible for the loss of Library materials. If fines are not paid, the parent will be sent to a collection agency. Eventually the obligation will be attached to the parent's income taxes and of course you don't want this to happen. The simple solution is that your student needs to show the level of responsibility of that of a college student in care for Library materials.