



PARENT/STUDENT HANDBOOK

2016-2017

9001 Westview Drive

Coral Springs, Florida 33067

Phone: (954) 255-0020

Fax: (954) 255-1336

Office Hours: 8:30 AM – 4:00PM

Elementary School Hours: 8:30 AM – 3:00 PM

Middle School Hours: 9:15 AM – 3:45 PM

TABLE OF CONTENTS

IMAGINE SCHOOL AT BROWARD5

 OFFICE STAFF:5

 OFFICE HOURS:.....5

 REGULAR SCHOOL HOURS:.....5

 EARLY RELEASE SCHOOL HOURS5

GOVERNING BOARD6

BEFORE & AFTER SCHOOL CARE7

ANTI-BULLYING POLICY7

ARRIVAL/DISMISSAL PROCEDURES7

ATTENDANCE9

 ABSENCES:9

 TARDIES:10

 EARLY DISMISSAL/EARLY SIGN-OUT:10

 MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES:10

 SPECIAL EVENTS OR PROGRAMS PARTICIPATION:10

BOOK BAGS/FOLDERS/PERSONAL ITEMS.....10

BUDGET/EXPENSES:11

 STUDENTS ATTIRED FOR EDUCATION (SAFE) ACT:11

CAFETERIA PROCEDURES & EXPECTATIONS11

 BREAKFAST PROGRAM:11

 LUNCH PROGRAM:11

 PAYMENT:.....11

 FREE & REDUCED PRICE LUNCH:12

CARE OF SCHOOL PROPERTY12

CELLULAR PHONES/ELECTRONIC DEVICES13

CHILD ABUSE.....13

CLASSROOM CELEBRATIONS.....14

COMMUNICATION14

 NEWSLETTERS:.....15

CURRICULUM	15
FLORIDA STANDARDS:.....	15
IMAGINE SCHOOLS’ VISION:.....	16
DISCIPLINE POLICY	16
CAFETERIA BEHAVIOR:	17
HALLWAY and STAIRWELL BEHAVIOR:.....	17
DISCIPLINARY CONSEQUENCES:.....	18
PLEDGE OF ALLEGIANCE:	29
SUSPENSION/EXPULSION:	18
UNIFORM POLICY:	18
ELEVATOR.....	20
EXCEPTIONAL STUDENT EDUCATION (ESE)	20
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	20
FIELD TRIPS	20
HEALTH	21
ACCIDENTS:	21
EMERGENCIES:	22
HEALTH SCREENINGS/SUSPECTED HEALTH CONCERNS:.....	22
IMMUNIZATIONS:	22
MEDICATION:.....	22
HOMEWORK POLICY.....	23
INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES	26
LIBRARY BOOKS	26
LOST AND FOUND.....	26
MEDIA RELEASE	27
NATIONAL JUNIOR HONOR SOCIETY (NJHS)	27
PARENT INVOLVEMENT	27
SERVICE HOURS:.....	27
PARENT TEACHER ORGANIZATION (PTO).....	28
REGISTERING STUDENTS/WITHDRAWALS	29

APPLICATION/WAITLIST PROCESS:.....	29
NEW STUDENTS:	30
WITHDRAWAL PROCEDURES:	30
SCHOOL’S PAYMENT POLICY	30
REPORTING STUDENT PROGRESS/PROMOTION	31
ASSESSMENTS:	31
HONOR ROLL CRITERIA:	31
PROGRESS MONITORING PLAN (PMP):	31
PROGRESS REPORT DISTRIBUTION:.....	31
PROMOTION CRITERIA:.....	32
REPORT CARD DISTRIBUTION:.....	32
RESPONSE TO INTERVENTION (RtI):	32
SCHOOL CLOSINGS.....	33
SEVERE WEATHER INFORMATION:	33
SCHOOL PHONES.....	33
TELEPHONES:.....	33
PARENT LINK:	34
SNACK POLICY	34
TEACHERS	34
ADMINISTRATOR/TEACHER EVALUATION PROCESS:	34
OUT OF FIELD:	34
TECHNOLOGY USAGE POLICY	34
TECHNOLOGY USAGE ACKNOWLEDGEMENT (K-8)	36
ADDENDUMS	43
A. SUMMARY OF 2016 LEGISLATION AFFECTING CHARTER SCHOOLS.....	43
B. IMAGINE SCHOOL AT BROWARD LOTTERY/WAITLIST PROCEDURES	43

IMAGINE SCHOOL AT BROWARD

A Tuition-Free Public Charter School Committed to Excellence in Education.
Once again, we are an "A" rated school.

OFFICE STAFF:

Principal: Mrs. Maria Tracy
Office Manager: Sabrina Acevedo
Receptionist: Lynda Miller
Registrar/IMT: Rebecca Chouinard
Business Manager: April Leonard
HR/Personnel Admin: Cristin Hartstein

OFFICE HOURS:

8:00am to 4:00pm

REGULAR SCHOOL HOURS:

Elementary: 8:30 – 3:30pm

Middle School: 9:15-3:45

EARLY RELEASE SCHOOL HOURS:

K-2nd Grade & Elementary Siblings: 12:15

3rd – 5th Grade: 12:30pm

Middle School: 1:00pm

GOVERNING BOARD

Imagine School at Broward (ISAB) Governing Board is the governing body of the school. The Governing Board will be ultimately responsible for monitoring and reporting the financial and educational success of the school. The Governing Board is responsible for ensuring the Charter is implemented as submitted to Broward County Public Schools. The Governing Board will delegate all day-to-day operational responsibilities to the Principal.

The Governing Board consists of an elected group of parents and community members who are responsible for the school and its successful operation. Parents who have educational, operational or managerial concerns should contact the appropriate personnel in the school. However, in the event that there are unresolved issues with the Administration, parents may contact Ms. Jacquelyn Vernon, Regional Director at 954-796-4744.

In the event a parent requests an item to be placed on the Governing Board's agenda, a written request with a detailed explanation must be submitted to the principal of the school at least two weeks prior to the scheduled meeting. Governing Board Meetings are tentatively scheduled bi-monthly for the 3rd Monday of the month, beginning in August, at 5:30 P.M., at the school.

Governing Board Members 2016-2017

Ananda Rampat – Chair

Luann Comes

Michael Goldberg

[Vacancy – to be filled]

Brooke Davidson-London – Charter School Liaison

The Governing Board is responsible for:

- ❖ Management and the business affairs of the Governing Board
- ❖ Approval of the annual budget of anticipated income and expenditures, as well as the preparation of the annual financial audit report
- ❖ Filing of the annual report to the School Board
- ❖ Maintenance of written records of attendance and minutes of its meetings
- ❖ Elects community replacements when members' terms expire

Meetings of the Governing Board are open to the public and comply with the Sunshine Laws of the State of Florida.

BEFORE & AFTER SCHOOL CARE

The after school program is operated by Imagine School at Broward. They offer care every school day including early release days until 6:00 pm. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by experienced counselors who provide age-appropriate activities and learning opportunities. Please visit their webpage at www.imaginebroward.org for more information.

ANTI-BULLYING POLICY

Imagine School at Broward is committed to protecting its students and employees from bullying, harassment, or discrimination for any reason or type. Imagine School at Broward believes all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action in accordance with the code of conduct of the School District of Broward County

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in classroom specific consequences, exclusion from participation in class activities, detentions, suspension, or expulsion, as per the Broward County Schools Discipline Matrix. **Parents who have a conflict with a student other than their own child are requested to speak to Administration. At NO TIME may parents approach students or other parents directly, through social media, or text message.**

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, or other verbal or physical conduct against a student, parent, or employee will NOT be tolerated.

ARRIVAL/DISMISSAL PROCEDURES

Students need to learn the importance of regular school attendance. **It is important students report to school on time. Supervision of students begins at 8:10 AM for students in K-5 and 8:55 AM for students in 6-8.** Instruction begins promptly at 8:30 AM for students in K-5 and 9:15 AM for students in grades 6-8.

Dismissal is 3:00 PM for students in grades K-2 and any elementary students in grades 3-5 with siblings in K-2. Students in grades 3-5 without siblings in K-2 are dismissed at 3:15 PM. Parents are not permitted to line up until 2:30 PM for grades K-2. Parents of students in grades 3-5 are not permitted to line up until 3:15. Parents of students in grades K-5 not picked up by 3:30 PM will be sent to aftercare and charged an aftercare fee.

Students in grades 6-8 are dismissed at 3:45 PM. Parents are not permitted to line up until 3:30 PM. Parents of students in grades 6-8 not picked up by 4:00 PM will be sent to aftercare and charged an aftercare fee. Students who walk or ride their bikes are to sign out with the teacher on duty and leave the campus within five minutes of the dismissal bell. All students walking or riding bikes must have an authorization form signed by a parent/guardian on file in the school office and a current "Walker Pass". Parents who complete this form acknowledge the risk associated with allowing a child to arrive/leave campus unaccompanied by an adult. These forms must be updated annually and may be found on the school's website.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick up students from the school. Valid photo identification is required of all individuals picking up students. If someone arrives at the school to seek the release of a student and the person's name is not listed on the emergency contact card, the student will not be released. **Students will not be permitted early dismissal after 2:30 PM.**

Parents will be given a color-coded car sign on which to write their child's name and grade level, in large print. This sign must be displayed on the passenger side of the car dashboard. Students will not be released to individuals who do not have a school-issued placard displayed on the dash.

All parents must remain inside their vehicles at dismissal time. Students will be called as you pull into the dismissal lane. Vehicles are required to display the car sign in the window to speed up the process and follow the traffic pattern as outlined by the school. The safety of every student, not speed, is the goal of dismissal.

Enrichments, Clubs, and Athletic dismissals are separate from school dismissal. Students not enrolled in athletics or a Middle School club may not wait for their sibling who is enrolled in a club to be dismissed and must be picked up at their regular dismissal time. Parents of students not picked up by the designated time will be sent to aftercare and charged an aftercare fee.

Please do not play loud music or talk on your cell phone while on the pickup line as it endangers the students and staff. ***The safety of your children is our first priority. Please follow drop-off and pick-up procedures very carefully to keep all of our students safe.***

ATTENDANCE

ABSENCES:

1. Your child must be in school every day as mandated by state law.
2. Parents are required to email Imagine School at Broward at attendance.broward@imagineschools.org to notify the school if the student is going to be absent. Parents have two days to excuse the absence. Failure to do so will result in the absence being marked unexcused.
3. The attendance clerk will contact the parent regarding excessive absences (5 or more unexcused absences in a calendar month or 15 or more unexcused absences during a 90 day period) via phone conference, email, teacher/parent conference or letter. Excessive early dismissals will also result in parental contact.
4. If unexcused absences continue, a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences attached to the referral. A parent meeting will be required with Administration.
5. If unexcused absences continue (student has accumulated five days (30 hours) of absences in a marking period or 10 days (60 hours) within, two marking periods), the principal/designee shall determine if there may be a pattern of nonattendance. If there is no acceptable documentation, the principal/designee shall refer the student to the child study team to determine if early patterns of truancy are developing, and provide appropriate interventions. (F.S.1003.26(1)(b)).

Anytime a student returns to school after an absence, a note should be provided. Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

- Illness of student
- Illness of immediate family member
- Death in the family
- Religious holidays of the student's own faith
- Required court appearance or subpoena by a law enforcement agency
- Special Event (public functions, competitions, exceptional cases of family need)
- Scheduled medical or dental appointments
- Students who have, or are suspected of having, a communicable disease.

TARDIES:

According to State Law, students must be in school and ON TIME. A student who is tardy must be escorted into the front office and signed in with a reason for the tardy. Please refer to the School Board of Broward County provided information regarding tardiness below:

1. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early-sign-outs, or absences for all or any part of the day.
2. Tardiness to any class without documentation may be considered unexcused.
3. Habitual tardiness is defined as being tardy 5 times within a marking period.
4. Principals have the discretion to excuse tardiness for extenuating circumstances.
5. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b))

EARLY DISMISSAL/EARLY SIGN-OUT:

Early Dismissals must happen prior to 2:30 for elementary school and 3:15 for middle school. In the case of an early dismissal only those listed on the student's emergency card will be permitted to sign out the student. Early dismissals will be logged into the student's attendance record. **Early dismissal from a field trip site is not permitted.** Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES:

All students are expected to make up work missed during an absence. Students may receive credit for their work as long as the student makes up the work during the appropriate time frame. For more information regarding make-up work due to absences, please refer to Broward County Schools Policy 5.5 and 6000.1: Student Progression Plan.

SPECIAL EVENTS OR PROGRAMS PARTICIPATION:

From time to time during the school year, special events are planned that require extra effort from all teachers. These events are in the best interest of the students. Students must be in attendance for half of the school day in order to participate in special events and/or programs.

BOOK BAGS/FOLDERS/PERSONAL ITEMS

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate,

offensive, or reflect negatively on Imagine School at Broward. Please note that rolling book bags are discouraged at Imagine School at Broward for safety and storage reasons. Failure to comply will constitute a dress code violation.

BUDGET/EXPENSES:

STUDENTS ATTIRE FOR EDUCATION (SAFE) ACT:

For further information regarding the school budget & acquisition of this information, please see Addendum A: Summary of 2016 Legislation Affecting Charter Schools. Addendum A provides that parents of public school students have the right to a school financial report that indicates the average amount of money expended per student in the school.

CAFETERIA PROCEDURES & EXPECTATIONS

SLA is the provider for breakfast and lunch. SLA serves private and charter schools throughout the US and is dedicated to providing students the best 30 minutes of their day: offering healthy, delicious meal options, served in a friendly, positive dining environment.

Prices -- Breakfast: \$2; Lunch K-5th: \$3.75; Lunch 6th-8th: \$4.00

BREAKFAST PROGRAM:

Breakfast will be served from 8:00-8:20 AM for students in grades K-5 and 8:45-9:05 AM for students in grades 6-8. Students who will be buying breakfast in grades K-5 and those who are enrolled in the Before Care or Morning Study Hall may enter the building at 8:00 AM and report directly to the cafeteria. Students in grades 6-8 who are not enrolled in Study Hall, but would like to buy breakfast, should enter the building through the back carline at 8:45 AM and report directly to the cafeteria.

LUNCH PROGRAM:

Participation in the school lunch program is not a requirement. Students may bring their lunch to school each day if they wish. For the safety of all, Imagine School at Broward does not allow sodas & glass containers being sent in students' lunches. Information regarding the School Lunch Program can be found on the school website. Free or reduced-price lunch is available for those who qualify.

PAYMENT:

Imagine School at Broward strongly encourages families to pre-pay by adding money to the students' lunch accounts. This allows the students' lunch payments to be directly debited from the student's

account. If paying by check, please make it payable to **Imagine School at Broward** and include the **student's name** as well as his/her assigned **lunch account number**. Cash & check payments can be taken directly to the cafeteria cashier during breakfast times or sent in with students. Online payments can be made through **myschoolaccount.com**.

When a student's lunch account balance drops below the cost of the school lunch, the parent will be notified in writing. The student will be allowed to purchase a meal the day their account falls below the cost of the meal. Until the account balance has been met, students may not make any purchases & they will be provided a sandwich and a cup of water. The student will continue to receive the substitute meal each day they attempt to purchase lunch while their balance is insufficient. Once a payment has been fully processed and the student's balance exceeds the cost of a hot meal, they will once again be eligible to make purchases.

FREE & REDUCED PRICE LUNCH:

An application for free or reduced price lunch will be sent home with your child by the first week of school, it is also available on the school's website, and in the front office. Parents must apply for this benefit annually (application is separate from the school district). The completed application should be returned to the office as soon as possible. The application process takes 10 school days. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by Imagine School at Broward. Students who had free/reduced lunch during the previous school year will receive their benefits for the first 30 days while their application is being processed. Students new to Broward County Public Schools will have to pay full price until their application is processed. Please note that students who qualify for free/reduced lunch are entitled to one breakfast and one lunch daily. **Those who choose to take a second breakfast and/or lunch will be charged the full price for that meal.**

Please Remember: Students may not bring sodas to school and glass containers are prohibited. There are no refrigerators or microwaves available for student use. It is recommended that families inform the school of any dietary restrictions students may have. Staff members who should be made aware of dietary restrictions include: Front office staff, student's teacher(s), kitchen management office, & the clinic. **Single serving birthday treats (cupcakes, cookies, etc.) are permitted in the cafeteria only.** All birthday treats must be distributed by the parent and all classroom students must be allowed to participate.

CARE OF SCHOOL PROPERTY

Students are expected to respect the school buildings and property. Trash cans are provided throughout the building and grounds for proper disposal of trash. **Marking or defacing school property is considered vandalism and is a serious offense; which may lead to suspension or possible expulsion.**

Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building is prohibited.** All food must be consumed in the cafeteria or in designated areas.

CELLULAR PHONES/ELECTRONIC DEVICES

The use of electronic devices by a student when school is in session is not allowed. Handheld games, and the like should not be brought to school. If any of these items are brought to school, and then lost or stolen, the school is not responsible for the loss.

According to the Broward County Public School Board's Code of Conduct, "Any unauthorized use of cellular phones and other wireless communication devices during the instructional school day, while on school-sponsored transportation, or at such times as not authorized by the school principal or designee, is prohibited as it disrupts the instructional program or distracts from the educational environment" (SB policy 5.183) **If a student possesses a cellular telephone, it should be turned off and kept out of sight in a book bag.**

Consequences are as follows:

- First Offense:** The cell phone will be returned to the parent/guardian of the student.
- Second Offense:** The cell phone will be returned to the parent/guardian of the student and the student receives a detention.
- Third Offense:** Parent must sign paperwork acknowledging the cell phone will be returned at the end of the academic year.

Failure to surrender items will result in other disciplinary consequences.

CHILD ABUSE

State law requires teachers, administrators, and other school personnel report suspected cases of abuse, abandonment, or neglect to the **DCF Hotline at 1-800-96-ABUSE.**

CLASSROOM CELEBRATIONS

During the school year, activities such as class celebrations are often planned. All class parties are scheduled & approved by administration and the classroom teacher. Due to Federal regulations, all snacks/food items brought in to the school for classroom celebrations **must be from an inspected commercial facility/store-bought** and must be labeled with its contents.

COMMUNICATION

Communication between school and home is essential to the success of every child and the school. The following information has been organized to support positive communication between home and school. Specific requests (conferences, etc.) must be in writing, by email, or a phone message must be left at the office for the specific teacher. Parents are requested to notify school personnel in the following order if there are concerns:

1. **The Classroom Teacher:** Classroom teachers are the first line of communication. If parents have concerns regarding their child's academic performance, behavior, or social interactions, they first need to have a conversation with the teacher. Parents may call and leave a message for the teacher, send a written request to set up a conference, or email a teacher with a conference request. Email lists are available on the schools' website.
2. **Support Personnel:** Also available for parent support:
 - a. ESE/504 Liaison
 - b. Behavior Support
 - c. Elementary & Middle School Curriculum Specialists
3. **The Principal:** Following conversations with the classroom teacher and any other support personnel, parents may request a conference with the Principal. All efforts will be made to arrange a conference at the earliest convenience of all parties involved. **Please adhere to the established chain of command prior to requesting a conference with the Principal.**

Student Agendas are an important tool to encourage communication between home and school. Please check your child's agenda on a regular basis.

Conferences can be set up at the request of the school or the request of the parent. A conference with a teacher should be set up through the student's homeroom teacher for students in K-5 and through the classroom teachers or administrative offices for grades 6-8. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. If you need to cancel a scheduled appointment, please call the school office as soon as possible. All conferences should be scheduled

either before or after school hours. **Parents are asked not to meet with a teacher during school hours unless a conference has been officially scheduled.**

NEWSLETTERS:

Our school Parent Update email is sent every 1 to 2 weeks. We also post the information found in our newsletter on our school website to provide school updates, upcoming events, and other important information. Please be sure to read the Parent Update emails and visit our school website on a regular basis.

CURRICULUM

Imagine School at Broward follows the State approved and district used curriculum. The Florida State Standards are a state-led effort to establish clear world-class educational standards for English Language Arts and Mathematics.

Academic dishonesty is taken very seriously at Imagine School at Broward, with consequences ranging from failing the assignment or the course to being suspended by school administration. Assignments found to be plagiarized to any degree will earn a grade of zero and the parent/guardian will be notified. A student who allows another to copy his/her work will receive the same penalty.

FLORIDA STANDARDS:

As Florida's schools incorporate the Florida Standards, classroom instruction will look increasingly different. Parents and students can expect to see more collaborative group assignments, subject overlap, and in-depth reading assignments in all curricular areas. Students should be focusing *on* the new expectations, some of which are listed below:

- More Non-fiction:*** Students will be reading more informational and increasingly complex text as they move through the elementary and secondary grades. Teachers in all subject areas will increase focus on reading and comprehension.
- More Evidence:*** Students will be expected to write more and write better, using facts, details, and examples to inform, describe, and explain. In reading, students will be required to make *evidence-based* claims about what they read. In writing, students will be asked to cite evidence to justify their statements rather than rely on opinions or personal feelings.
- More Complexity:*** Students will be expected to read and comprehend increasingly complex texts.

- ***More Speaking/More Listening:*** Students will be expected to demonstrate that they can speak and listen effectively. Students will be assessed for both speaking *and* listening skills. In the classroom, this means more small-group and whole-class discussions. Expect teachers to teach and evaluate students on how well they understand the speaker's points.

IMAGINE SCHOOLS' VISION:

Imagine Schools' vision is for every student to reach his or her full potential and discover the pathways for life-long success. As a national family of non-profit public charter school campuses, Imagine Schools' partners with parents and guardians in the education of their children by providing high quality schools that prepare students for lives of leadership, accomplishment, and exemplary character. Imagine Schools' Shared Values of Justice, Integrity and Fun form the foundation of our educational mission. Imagine educators aspire to live by these values daily and teach them to our students.

Justice gives to each person what he or she deserves and what is appropriate. Justice requires doing all in our power to ensure that every Imagine student has access to an outstanding education. Driven by the unique abilities and needs of each student, Imagine educators design instruction to equip all students to become successful learners. We align goals for each student and adult in our schools with what they need and deserve.

Integrity means wholeness, or how things fit together. Integrity drives us to live and model consistent ethics inside and outside the school. Integrity requires responsibility and accountability. It means every aspect of what and how we teach is done with rigor and fidelity. We hold ourselves individually and collectively accountable for strong academic outcomes, with each individual fulfilling his or her responsibility so that all students can succeed.

Fun means cultivating a *Joy at Work* environment in every school we operate. In our schools, each person has the opportunity to use his or her unique talents and experience to make important decisions contributing to the success of the school. *Joy at Work* combines integrity and justice with accountability for our decisions in order to achieve outstanding results for students and families.

DISCIPLINE POLICY

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to make the right choices. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help redirect the student's behavior.

Imagine School at Broward adheres to the *Broward County Public Schools Code of Student Conduct* and utilizes the *Broward County Public Schools Discipline Matrix* to assign consequences for misbehavior. These documents are available on the school website and can also be accessed at browardschools.org. In addition, each classroom teacher establishes appropriate discipline procedures in his/her classroom

based on these guidelines. The following list is not all-inclusive.

- 1) Students will be expected to show their Imagine pride by:
 - a) Showing respect to teachers, staff members, and the student's peers by refraining from such actions would which could cause harm to others. Bullying, other cyber, verbal, or physical will be addressed according to Broward County Public Schools' Discipline Matrix
 - b) Taking pride in helping maintain the school and its surrounding grounds by not littering, defacing, or vandalizing school property.
 - c) Showing respect for their personal property and the personal property of others. Students will NOT bring to school items which are prohibited by the Discipline Matrix and could cause a disruption to the school.
 - d) Conducting themselves in an appropriate way that supports the Broward County Students Code of Conduct, as well as Imagine's expectations for student behavior.

CAFETERIA BEHAVIOR:

Each student is required to show good manners, courtesy, and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to keep communication noise levels low (no shouting) and remain seated while eating. Containers are provided for the disposal of trash and each student is required to dispose of any trash on his/her table and the surrounding area before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the cafeteria during the lunch period without permission. **NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE CAFETERIA AT ANY TIME.** Inappropriate cafeteria behavior will be addressed with the student and a consequence will be administered, if warranted. This policy is consistent with the *Broward County Public Schools Discipline Matrix*.

HALLWAY and STAIRWELL BEHAVIOR:

Students should travel through the hallways and stairwells quietly to avoid interrupting ongoing classes and will follow staff directions for proper procedures. While in the hallways and stairwells students will refrain from touching the walls and use the staircase handrails. Students should not be in the hallways during class times without permission and a pass from their teacher

DISCIPLINARY CONSEQUENCES:

Disciplinary consequences will be issued in accordance with the Broward County Public Schools Discipline Matrix. The full Broward County Public Schools Code of Student Conduct and the Discipline Matrix can be viewed at: www.browardschools.com.

SUSPENSION/EXPULSION:

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time, not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an outdoor suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct. Accordingly, depending on the severity of the incident, the student may be subject to expulsion procedures as defined by the *Broward County Public School Discipline Matrix*.

UNIFORM POLICY:

In order to create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. It is the belief of the school administration and staff that students who come to school dressed properly will achieve higher academically and conduct themselves more appropriately while at school. This belief is supported by extensive research on the positive effect of school uniforms on student learning and behavior and is also stated in our approved charter. Therefore, ISAB enforces a mandatory uniform policy for all students. The school allows reasonable accommodations based on student's religion, disability, or medical condition.

The elementary grades (K-5th) uniform consists of the following:

- ISAB collared shirts.
- Uniform quality khaki or navy bottoms, including pants, shorts, capris, or skorts.
- Closed-toe shoes and sneakers only (excluding knee high sneakers and boots).
- Navy or white leggings permitted under pants or skirts only.
- Only navy blue jackets or sweaters are permitted. No logos permitted other than the Imagine Embroidered logo.
- Elementary grade students may wear long sleeve shirts under their ISAB uniform top. Long sleeve shirts must be the same color as approved uniform tops or plain white only. The undershirt cannot be patterned or sparkly.
- Spirit shirts must be worn with uniform bottoms for field trips.
- Students in grades 4 & 5 may wear PE uniforms for Physical Education classes.

The middle grade uniform (6th-8th) consists of the following:

- ISAB collared shirts in red, royal blue, khaki/tan, purple, & teal.
- Uniform quality khaki or navy bottoms, including pants, shorts, capris, or skorts. Pants must be worn at the waist, and skirts may be no shorter than mid-thigh length.
- Closed-toe shoes and sneakers only (excluding knee high sneakers and boots).

- Navy or white tights or leggings are permitted under uniform pants or skirts only.
- Only navy blue jackets or sweaters are permitted. No logos permitted other than the Imagine Embroidered logo.
- Middle grade students must look neat and be in uniform at all times. Middle grade students may wear long sleeve shirts under their ISAB uniform top. Long sleeve shirts must be the same color as approved uniform tops or plain white only. The undershirt cannot be patterned or sparkly.
- Students enrolled in Physical Education classes are required to wear a uniform during their Physical Education class. These uniforms are available for purchase from the school.
- Spirit shirts must be worn with uniform bottoms for all field trips.

In addition, students' hairstyles must be appropriate and not cause a distraction. On cold weather days the uniform policy is still in effect. Cold weather uniforms are available from In Unison School Apparel including long pants, long sleeve shirts, jackets and sweatshirts. Colored leggings are not a part of the dress code. School spirit shirts and PE uniforms are available for purchase at Meet and Greet, Back to School Nights, PTO Meetings, Fall Festival, and through the front office.

Blue jeans are not a part of the school uniform. However, on designated PTO sponsored Jeans Club Day, students enrolled in the program may wear jeans with their uniform shirt or spirit shirt. Students who are not enrolled in the PTO Jeans Day program can wear spirit shirts with uniform bottoms on Fridays.

To ensure continuity of uniforms, **all** uniform tops **must** be purchased through the school's authorized provider:

In Unison School Apparel
4747 Nob Hill Road, Suite #8
Sunrise, Florida 33351
954-718-7030 or visit their website www.inunisonkids.com

Bottoms, such as shorts, skorts, or pants, may be purchased through In Unison or at other local retailers. However, retail store bought bottoms must look like those offered by In Unison and be of uniform quality.

Outerwear and Jackets

Only Imagine School outerwear or **solid, navy colored** jackets, sweaters, and sweatshirts **without brand name, logos or designs** are permitted to be worn. Students may only wear heavy coats and other outerwear during cold days outside on the field.

Non-Compliance with Uniform Policy

Non-compliance with the Uniform Policy will result in the following actions:

- 1st violation of dress code – communication from the teacher to parent
- 2nd violation of dress code – written communication sent home from school administration
- 3rd violation of dress code – Student will be sent to the front office and parent will be notified to pick up child or bring in school uniform items for the child to change into.

ELEVATOR

Use of the elevator is for teachers, staff, maintenance, visitors, and parents. Students may only use the elevator with an elevator pass authorized by Administration. **Elevator passes are issued with a doctor's note or by administration.** Students with elevator passes should be accompanied by an elevator buddy. Any unauthorized use of the elevator by students will result in a consequence.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Imagine School at Broward provides a variety of ESE services at the school site. Eligibility for the ESE Program is based on district and state requirements. An ESE Coordinator is available onsite to facilitate implementation of the student's Individual Education Plan (IEP), Education Plan (EP), or 504 Plan.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The revised Family Educational Rights and Privacy Act (FERPA) became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access in writing to allow other agencies working with your child to have access to those records.

FIELD TRIPS

Field trips are arranged periodically by faculty as an enhancement to the learning process. Prior written permission of the parent/guardian is required before the student may leave campus. Special permission is required for all trips that require transportation on a bus. No student will be allowed to go on a field trip without written consent for the trip (telephone consent will not be allowed). Students may not be transported in personal vehicles.

Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children (siblings) accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as parent service hours. Parent chaperones must be approved volunteers and are required to adhere to these guidelines.

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons related to misbehavior or misconduct. Students must follow all instructions given by staff or any other adult in charge while on the trip,

including while on the bus and while at the field trip site. A student who fails to follow instructions will be issued an appropriate consequence upon return to school. If a student is suspended at any point during the year, they may be excluded from participating in any field trips, dances, or special events. Students are to wear their spirit shirt and uniform bottoms on field trips for security reasons (unless authorized otherwise by Administration). **Early dismissal from a field trip site is not permitted. Students with any outstanding financial obligations will not be permitted to attend field trips.**

Students with financial obligations to the school may be excluded from participating in field trips & other extracurricular activities.

HEALTH

The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99°F or higher. Also, as there are very limited clinic facilities in the school, it is difficult to keep sick students for long periods of time. Therefore, the school will require parents to pick up students who exhibit any symptoms that might be contagious, such as vomiting, pink eye, lice, etc. School personnel should be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions, or seizures). This heightens awareness in case of an emergency. **Children should be free of fever, vomiting, and any contagious illnesses for at least 24 hours before returning to school after an illness.**

PLEASE KEEP YOUR CHILD'S EMERGENCY CONTACT CARD UPDATED. If any changes (phone number, email, address, etc.) occur during the school year, it is vital the emergency contact card is updated. Emergency contact cards are filled out annually. SEE SECTION ON MEDICATION.

ACCIDENTS:

Minor accidents are reported to the office immediately and a note will be given to the child to bring home at the end of the school day. In some cases the parent may be contacted by telephone. The procedures for dealing with anyone who had a major accident/injury are as follows:

- In most cases the clinic volunteer & administrative staff will determine if emergency services are necessary. Teachers in charge of the student at the time of the accident have the discretion to request immediate emergency services.
- Possible 911 contact for Emergency Services.
- Immediate parent contact attempted.
- Arrangements will be made to have the student transported to the emergency room of the nearest

hospital.

- Teachers will be made available to speak with emergency personnel if necessary.
- A member of the school staff will accompany the student to the hospital and remain with the student until parents arrive.
- A written report will be filled out by the supervising teacher by the end of the school day.

EMERGENCIES:

Imagine School at Broward does not have a school nurse. The Clinic is run by volunteers. In most cases, parents will be contacted to determine a course of action in the event of child illness or non emergency injuries. Emergency services will be contacted in more serious cases.

HEALTH SCREENINGS/SUSPECTED HEALTH CONCERNS:

Routine screenings such as vision, scoliosis, hearing, and BMI are conducted annually for certain grade levels in accordance with state laws. Please follow up with your child's health care provider if you receive a letter indicating your child did not pass a screening and return the requested documentation to the school office staff. If you do not wish for your child to participate in any of these screenings, you will need to provide the school with written notification by completing the *School Board of Broward County Health Screening Opt-Out* form.

Students will be checked periodically for head lice. A student will be sent home if school personnel detect lice and/or nits (lice eggs) in his/her hair. The entire class will be checked for any head lice if it is detected on a student in the class. Upon return, the student and parent must report to the office and the student will be checked to determine if any nits are still present before being re-admitted. For further information please refer to the Broward County Public Schools Coordinated Student Health Services Department.

IMMUNIZATIONS:

For information about immunizations, please refer to the Florida Health website under the immunizations section located at: <http://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/>

MEDICATION:

Teachers and students may not hold or dispense any medication for student use unless there are special

circumstances of a field trip and proper guidelines have been followed. All medications must be handled through the school clinic. Students are not permitted to keep any medication, prescription or over the counter medications with them. If a child with severe asthma needs an inhaler with him/her at all times, this can be arranged with the front office administration. Proper documentation from a physician is required.

Students requiring medication during school hours are to leave all medications or prescriptions in a locked closet in the clinic. Parents of students receiving medication regularly for allergies, etc., are required to inform the school in writing. Such information is recorded on the Health Information Sheet in the clinic and the homeroom teacher is notified. Information with regard to allergies, medications, etc. must be kept up-to-date. Pursuant to the Federal Lunch Program guidelines, a doctor's note will be required if a student cannot drink milk and needs juice at lunch.

Parents are encouraged to give medicine before or after school, if at all possible. Parents must personally deliver and pick up any medication that is dispensed through the clinic. A parent may report to the office for a child to be excused from class so that he or she can administer medication.

Any medication that is given during the school day must be in accordance with the following:

A *Medical Release Form* signed by the parent and the child's physician must be on file before medication can be administered. Over-the-counter medication(s) such as acetaminophen, ibuprofen, cough medicines, may not be brought to school without a completed and signed (by physician and parent) Medication Permission Form. All forms must be renewed each school year. The form may be found in the Broward County Code of Student Conduct on the school website. Under no circumstances will any drugs be dispensed without a current form on file. **All medication must be in the original container with a current date, the doctor's name, and directions for administration.** All medication must be removed from the clinic before the last day of school. All medication will be discarded on the first weekday following the last day of school.

Teachers will guard students against the unauthorized use of all medications. The teacher will assist in ensuring all prescribed medications are taken by sending the student to the clinic at the time designated on the official medication form.

HOMEWORK POLICY

Homework at Imagine School at Broward is viewed as an important instructional tool and should be part of the educational experience that supports students' efforts toward reaching proficiency related to the content standards. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. The guidelines below indicate how students, parents, teachers, and administrators all have a responsibility for the success of homework.

Homework Policy Guidelines for Students:

- Always do your best work

- Record your homework in your take-home folder and/or agenda
- Understand assignments clearly before leaving class (ask teacher for help if there is something you do not understand)
- Bring home the proper materials to complete the assignments
- Hand in completed assignments on time
- Complete any work missed due to an excused absence from class
- Understand how homework will be graded
- Talk to your parents and teacher if you are having difficulty with homework

Homework Policy Guidelines for Parents:

- Be familiar with your child's grades or class' homework routines and policies.
- Check your child's assignment in their take-home folder and or agenda
- Provide a time and place to do homework assignments with limited interruptions
- Ask your child guiding questions to help your child summarize what has been learned (your child should be able to show and explain their work to you)
- Contact the teacher with questions or concerns especially if your child exceeds the allotted time frame

Time Frame of Homework Assignments:

While it is understood that the time it takes to complete homework assignments may vary for each child, the times below are the general guidelines for each grade level. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance. If a student is experiencing difficulty completing their homework on a specific day, parents/guardians have the option of signing off at the upper time limit for completing homework, if the student has worked studiously and has produced their best work.

*See following page for Homework Time Frame.

Homework Time Frame

Kindergarten	Up to 5 minutes of reading* per night, Monday through Thursday
Grade 1	10 minutes of homework four nights per week, Monday through Thursday
Grade 2	20 minutes of homework four nights per week, Monday through Thursday
Grade 3	30 minutes of homework four nights per week, Monday through Thursday
Grade 4	40 Minutes of homework four nights per week, Monday through Thursday
Grade 5	50 minutes of homework four nights per week, Monday through Thursday
Grade 6	60 minutes of homework four nights per week, Monday through Thursday
Grade 7	70 minutes of homework four nights per week, Monday through Thursday
Grade 8	80 minutes of homework four nights per week, Monday through Thursday

Students should be encouraged to read for pleasure every night and including vacations.

* Reading also includes having adults read to children.

**6th and 7th Grade students in GEM will be held to the 8th Grade policy in Math.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES

All textbooks and library books needed by students for school are furnished by the school. Students need to realize books and materials are costly and must be cared for properly. A fee will be assessed for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Supply lists will be provided for all students. These lists can be found on our school website or obtained through the front office. Students are expected to provide all of the basic supplies. Please help your child come prepared for school by helping pack his/her supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

LIBRARY BOOKS

When a student checks out a book from the library, he/she is responsible for that book until it is properly returned. Library books must be returned within two weeks from the date of check out. If a student needs a book for an additional week, he/she may ask the Media Teacher to renew it for them. Renewals will be granted at the Media Teacher's discretion.

Students with overdue books may not check out additional books until all overdue books are returned and all fees have been paid.

Any student who loses a book or returns a book that is damaged beyond repair is responsible to pay a replacement fee as determined by the Media Teacher. Damage beyond repair includes, but is not limited to: removal of barcode, laminate covering, or labels; water or food damage; writing on or marking up of books. Books will be considered lost when the late fee exceeds one half of the replacement cost.

LOST AND FOUND

Throughout the school year, items that have been lost are placed in lost and found. Many of these issues would be solved if clothing and personal belongings were labeled with the student's name. Any time a student loses an item, he/she may go to the designated lost and found area to claim it. Many lost items are unclaimed each year. These items are donated quarterly to various charitable institutions. Therefore, **please label your child's personal belongings**, making them easier to return to the student.

MEDIA RELEASE

Imagine School at Broward or any school approved agent may take photographs/video of students for the purpose of promoting the school or demonstrating the school's accomplishments and activities. Photos may be published on brochures, school website, flyers, advertisements, etc. Consent forms were signed by parents as part of the registration process.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. Information regarding qualifications for membership, membership process, and service of these organizations will be posted on the school website.

PARENT INVOLVEMENT

Visitors, **including parents**, are **NOT** permitted to go to their child's classroom unannounced during school hours as this disrupts the normal routine and instruction. **For the safety and protection of all students, visitors (including parents) must sign in and out at the front desk, state who they are visiting, the purpose of the visit, and obtain a visitor's pass before proceeding to a classroom.** Per the *Jessica Lunsford Act*, all visitors must have photo identification and will be scanned using the linked to the Florida Department of Law Enforcement (FDLE) database. Your cooperation will enable the school to provide a safe and orderly learning environment for all students. If you wish to meet with a teacher, please make arrangements for a conference.

SERVICE HOURS:

In order to volunteer in the school you must first complete the Volunteer Application which can be found on our school website. This form includes security and background information that each person must provide in order to be eligible to volunteer. You must submit it to the online for clearance *prior* to being eligible to work with students. This includes helping in the classroom for holiday parties & field trips. Once you are cleared, you may begin to volunteer in the school and be around the children. If you plan to volunteer from home only (ex. Prepping classroom crafts or any other at home work) you do not need to complete the application. You must, however, login all hours worked via computer.

Parents are required to provide 30 hours of service to the school throughout the year for one student (10

hours for each additional student).

- **All service hours must be completed by the last day of May.** Incomplete service hours may result in your child not receiving enrollment for the next school year.
- Volunteers are required to sign in and out with the front desk and will receive a visitor's badge, which must be worn at all times while at the school or with students. If a parent fails to sign out after volunteering, the hours will not count toward the service hour requirement. The office will determine where and when a volunteer is needed within the school.
- Volunteers will be assigned only to staff members requesting assistance.
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Appropriate volunteer behavior is required of all persons volunteering during the school day. Volunteers who engage in behaviors which are considered disruptive to the classroom environment will not be allowed to continue volunteering in the classroom.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will not be allowed in the classrooms during test administrations.
- Service hours may be performed by parents, legal guardians, and immediate family members. Exceptions to this limitation will be allowed only with prior approval and at the discretion and review of the administrative staff.

PARENT TEACHER ORGANIZATION (PTO)

ISAB has a very active Parent Teacher Organization (PTO). This organization actively supports the school's instructional programs and enhances community school relationships. The PTO sponsors a wide variety of family oriented activities and events throughout the school year. All parents are encouraged to join as well as attend general meetings. Prior notice of PTO General Meetings are given via email or flyers/newsletters sent home with students. **Please remember PTO meetings are not the forum to voice complaints about staff or school issues. The PTO board will not permit these questions or comments. If you have a concern, please follow the procedures for grievance located in this handbook.**

The PTO sponsors fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials, extended learning opportunities, and equipment for the students and/or school. PTO board meetings will be held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings. Parents receive one (1) volunteer hour for attending general PTO meetings. The PTO may be contacted at imaginebrowardpto@gmail.com.

Who are the members of the PTO? Participating parents and teachers/staff of ISAB are members of the PTO.

What is the purpose of the PTO? The PTO works to support the school, enhance learning experience for all children, and strengthen the community bond. The PTO will sponsor many fun events throughout the year. These are social functions that bring the community together. Some fundraising is done to offset the cost of running these events for students and families.

Why should I join the PTO? ISAB is an involved and close knit community. The PTO will strive to continue to enhance and enrich the children's educational experience and make a difference in our families' lives.

Why does the PTO conduct fundraisers and how is the money spent? The PTO needs to raise funds to support the school. Events such as Box Tops for Education, Fall Festival, Family Night, Educational Speakers and Programs are examples of fundraising opportunities. They also bring in funds to award grants to teachers and departments for enhancements they otherwise may not have in their classroom, as well as the school to help supplement their needs and make improvements.

What can I do for the PTO? The programs and events are organized, funded, and run by the PTO members. We invite you to participate through membership dues and volunteering. A great variety of volunteer opportunities are available. They have everything from leadership roles to simple set up/clean up of events. Your hours are also counted toward the required school volunteer hours. The more volunteers the easier the task.

PLEDGE OF ALLEGIANCE:

Students are not required to participate in reciting the pledge of allegiance. Students may only be excused from standing, placing their right hand over their heart, and reciting the pledge of allegiance upon written request by their parent.

REGISTERING STUDENTS/WITHDRAWALS

APPLICATION/WAITLIST PROCESS:

Imagine School at Broward follows a strict protocol for applicants. The application/waitlist process and supporting paperwork can be found on the school website, www.imaginebroward.org. For further information regarding Charter School requirements for controlled open enrollment, please see Addendum A: Summary of 2016 Legislation Affecting Charter Schools. For further information regarding the Application/Waitlist Process, please see Addendum B: Imagine School at Broward Lottery/Waitlist Procedures, Waitlist Application, and Lottery Application.

NEW STUDENTS:

Students new to the school are those who enter the school after the start of the school year. As available, students' previous school records will be used to determine grade level proficiency and placement in accordance with the Broward County Public Schools Pupil Progression Plan. Appropriate placement of transfer students shall be based on one or more of the following criteria:

- Previous placement at a school accredited by a state or regional accrediting agency
- Validating examinations i.e. FSA, EOC, and District Interim assessments.
- Final report card from previous school.

Diagnostic assessments to determine grade-level placement may be administered to any child new to our school, especially when records are not available.

WITHDRAWAL PROCEDURES:

Parents/Guardians must complete a Withdrawal Form with the registrar when a child leaves the school during the school year. Be sure that the child has returned all school property before he/she fully withdraws. All obligations and debts must be paid prior to records being released. Unpaid obligations will be placed on the student's records and carried forward until satisfied.

If a student is absent from school for 10 consecutive days or more without prior notification to the school the student may be withdrawn from the school.

SCHOOL'S PAYMENT POLICY

Checks will only be accepted for large field trip payments, over \$50.00. All other payments should be made in cash or money order, unless otherwise stated by Administration. Any returned checks, will incur a \$35.00 non-refundable processing fee. Also, at which time, re-submittal of payment must be made in either cash or money order.

Student records and grades may not be released until property and textbooks have been returned and/or applicable fees paid. All accounts from the Media Center, cafeteria, textbooks, fundraisers, etc. must be brought up-to-date prior to any records being released. The final report card will be held until all account balances are cleared.

REPORTING STUDENT PROGRESS/PROMOTION

Imagine School at Broward follows the district Student Progression Plan. This policy and the related policies referenced therein constitute the student progression plan for the district. The purpose of the Student Progression Plan is to establish the standards for quality instruction, delineate the criteria for promotion, and provide equal educational opportunities to all students, ensuring no child is left behind. Our curriculum is correlated to the Florida Standards, as required by Florida law.

ASSESSMENTS:

All students in grades K-8 will participate in State required testing on a regular basis to assess academic levels with regard to meeting grade level standards. Parents will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student learning gains or readiness for promotion. Imagine School at Broward can provide additional information regarding specific tests.

HONOR ROLL CRITERIA:

Imagine School at Broward Principal's Honor Roll: Students in grades 3-8 must earn an "A" average (90% – 100%) in **all** subject areas, including special area classes and physical education to meet Principal's Honor Roll requirements.

Imagine School at Broward Honor Roll: Students in grades 3-8 must earn at least a "B" or above in **all** subject areas, including special area classes and physical education, to meet A/B honor roll requirements.

Imagine School at Broward Bringing Up Grades Award: Students in grades 6-8 who qualify for "Bringing Up Grades" are students who have brought up a grade in a core subject, but have not dropped any other grade.

Students who qualify for any of the above mentioned awards in grades 3-8 will be recognized with an award certificate at the Honor Roll Assemblies. The distinction of Honor Roll student carries with it the requirement of no disciplinary referrals.

PROGRESS MONITORING PLAN (PMP):

A Progress Monitoring Plan (PMP) will be developed for any student in grades K-8 who is not meeting State and District Levels of Proficiency. The PMP will focus learning resources on a student's targeted learning deficiencies. Parents are a vital aspect in the development and implementation of the PMP. During specific instances, parents will be invited to a conference to discuss the plan and provide input.

PROGRESS REPORT DISTRIBUTION:

Progress Reports are issued midway through each nine-week grading period as indicated on the school calendar. This report informs parents/guardians of their child's academic progress before final grades for the quarter are issued. We encourage you to discuss any concerns indicated on the progress report with your child and his/her teacher(s).

PROMOTION CRITERIA:

Elementary: In addition to specific elementary promotion criteria for reading and mathematics outlined in Broward County Public School's student progression plan, promotion decisions must take into account student's proficiency in writing. The evaluation of each student's progress must be based upon district and state assessments or Good Cause Promotion.

Middle School: To be promoted, students in grades six and seven must pass a minimum of four subjects, two of which must be in English, Mathematics, Science, or Social Studies. Students who fail any of the 4 core classes will be given the opportunity to meet the requirements of the course(s) in place of an elective(s) the following year.

Promotion to 9th grade will require passing:

- 3 middle school or higher, year-long courses in English
- 3 middle school or higher, year-long courses in Mathematics
- 3 middle school or higher, year-long courses in Science
- 3 middle school or higher, year-long courses in Social Studies
- Required course in career education

REPORT CARD DISTRIBUTION:

Report cards are issued on a quarterly basis as indicated on the school calendar. Students attending Imagine School at Broward must be in attendance at least 25 days before a report card can be issued by the school in a given quarter. All Middle School report cards are printed by the county. The fourth quarter report cards are mailed directly to a student's home address. Please ensure your home address is correct prior to the last week of school. Final grades for students entering the school late in the year are based on an average of the prior school's grades and Imagine Broward grades.

RESPONSE TO INTERVENTION (RtI):

Response to Intervention is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal

screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction.

SCHOOL CLOSINGS

In the event of a campus emergency, weather emergency, or other unusual event that would necessitate the closing of school, the process and updates will be made available on the Imagine School at Broward website and by Parent Link as long as electrical power is available. In order for the email system to be effective, it requires that we have an accurate database with current parent contact information. Please notify the front office anytime you change phone or email contact information. Please follow *Broward County Public School District's Closings* alerts carefully.

SEVERE WEATHER INFORMATION:

Imagine School at Broward will follow the same instructions as Broward County Public Schools in case of severe weather emergencies. Parents should watch the local news for information regarding school closings. The campus is equipped with early warning devices. In the case of extreme weather conditions, students will not be dismissed until the weather clears.

SCHOOL PHONES

TELEPHONES:

The school has a business telephone to help facilitate the business of the school and the lines must be kept open. Students may not use the telephone without permission and are reserved for emergency use only. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.

General use of the office telephones by students is discouraged. A teacher may send a student to the office with a note authorizing use of a phone when necessary. Students may not use phones in the classroom, music department, or physical education office during the school day. Teachers will encourage students to come to school prepared and to make social and transportation plans ahead of

time. Please refer to the section in this document regarding usage of “cellular phones.”

PARENT LINK:

At times, Imagine School at Broward utilizes **Parent Link** as a tool to promote home-school communications. This system delivers phone, text and email messages concerning school or district emergency situations. Please be sure to keep your telephone and email contact information current to ensure delivery of all Parent Link messages.

SNACK POLICY

Imagine School at Broward promotes positive student health by encouraging healthy snack choices. Grade levels or classes may establish a snack time routine for their students. Participation is voluntary. If participating, parents are expected to provide their own child(ren)’s snack(s). Students may NOT consume carbonated or caffeinated beverages while on campus.

TEACHERS

All full time instructional staff members employed by Imagine School at Broward are fully certified.

ADMINISTRATOR/TEACHER EVALUATION PROCESS:

All instructional staff members are reviewed annually. The review process allows the school to develop and maintain a professional development system to demonstrate Professional Education Competence (PEC) as requirement of the certification process. For further information, please see Addendum A: Summary of 2016 Legislation Affecting Charter Schools.

OUT OF FIELD:

School districts must report out-of-field teachers. Parents of students assigned to an out-of-field teacher may request the student be transferred to an in-field teacher. The school district must approve or deny the request. For further information regarding this process please see Addendum A: Summary of 2016 Legislation Affecting Charter Schools.

TECHNOLOGY USAGE POLICY

Imagine School at Broward is responsible for securing its network and computing systems in a reasonable and economically feasible fashion against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. As part of this network system, users are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to

break those laws through the use of the network may result in litigation against the offender by the proper authorities. Students accessing the network and computer systems are solely responsible for all actions taken while online and will adhere to the *Internet Policy & Guidelines* and submit a signed *Technology Usage Acknowledgement* before they are allowed to access the Internet.

*Please see following page for Technology Usage Policy Acknowledgment Form.

TECHNOLOGY USAGE ACKNOWLEDGEMENT (K-8)

Computers, networks, and online communications and information systems such as the Internet and email are becoming more commonplace in our classrooms and media centers every year. Digital curriculum and resources for students provided by the School Board of Broward County are becoming commonplace and accessible via the Internet. While these systems deliver a huge number of resources to our classrooms, their ability to serve students and teachers depends on the responsible and ethical use of every device and system.

Use of the school's technology and/or software for any unauthorized purpose is prohibited. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing, or printing unauthorized files/records, uploading to the Internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of this policy.

School Board Policy defines the appropriate use of technology throughout the district. This policy describes how computers and networks must be used to support research and instructional activities in our classrooms, labs, and media centers. It also includes the use of the digital resources provided by the School Board. First, it promotes the use of technology as a powerful educational tool that is increasingly becoming a common part of every student's day. Second, it provides those students who used these computers, and the networks to which they are connected, to act in accordance with prescribed rules and behavioral codes detailed in the policy. Several major provisions are noted below. The full text of Policy 5306 is available on the School Board website. You may view the complete technology policy and all School Board policies at <http://www.browardschools.com>.

RULES:

- Use of computers, networks, the Internet and online communication and information systems must be related to students' educational activities
- Students must recognize that computers, networks, and equipment used to support online learning are shared devices and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using Imagine School at Broward's computers, networks, or online communication and information systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic materials, or participate in "sexting".
- Students shall not intentionally spread, or attempt to spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online communications and information systems shall adhere to laws regarding copyright.

*Please see following page for signatures.

Student's Name (Printed)

Grade

Student's Signature

Date

Parent's Signature

Date



PARENT STUDENT HANDBOOK ACKNOWLEDGEMENT

The Parent/Student Handbook describes important information about Imagine School at Broward and I understand that it is my responsibility to read, understand, and abide by the rules and expectations. I should consult with a school representative regarding any questions not answered in the handbook. Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received access to the handbook and understand it is my responsibility to read and comply with the policies contained herein and any revisions that may follow.

Parent's Name (Printed): _____

Parent's Signature: _____

Date: _____

Student's Name (Printed): _____

Student's Signature: _____



PARENT/GUARDIAN SCHOOL CONTRACT 2016-2017 School Year



This **Contract** between the **Parent(s) and/or Guardian(s)** of below-named Imagine School at Broward student and **Imagine Broward** stipulates the commitments required of all Imagine School at Broward families. At Imagine Broward, we believe a safe and orderly environment is a vital component of our instructional program. Providing such an environment while developing appropriate skills, attitudes and personal responsibility is embedded in every staff member and student. Each parent and/or guardian must take an active role in supporting this plan. In order for students to learn to be responsible citizens, parents, guardians, and school staff must work together to create the proper learning environment and set an example with positive actions and behaviors. Therefore, all Imagine Broward students are required to have their Parent(s) and/or Guardian(s) enter into this contract which establishes the requirements of all Imagine Broward families. Failure to sign this contract is not exemption from the policy.

1. Contractual and Financial Matters

- a. This Contract must be signed by the Parent(s) and/or Guardian of each Imagine Broward student each school year and is part of the registration requirement.
- b. All financial obligations for all prior school year(s) must be met by May 1 of the current calendar year. Recommitment for subsequent school year is conditioned upon satisfaction of this provision.
- c. The timely payment of all invoices for balances due to Imagine Broward (e.g., for outstanding lunch balance, late pickup fees, returned check fees) is a contractual duty on the part of the family of each student. Therefore, I/we agree that I/we will make such payments by the designated due dates.
- d. I/we expressly agree that my child will not be allowed to participate in any extracurricular activities (e.g., field trips, dances, sports) if there is an outstanding balance due to Imagine Broward on my child's account.

2. Academic Matters

- a. I/we agree to stay informed about my child's education and be responsible for my child's academic progress. I/we agree to maintain communications with the school by promptly reading all notices from the school received by my child whether through hand-carry by my child, mail, or email. I/we also agree to respond to such communications as appropriate.

- b. I/we agree to monitor my child's academic progress in Engrade, and through other school-home communications (e.g., agendas, teacher websites, and weekly folders). I/we will communicate with the teachers regarding my child's academic progress as needed, or as directed by the school.

Parent/Guardian Initials

3. Attendance and Transportation

- a. I/we will ensure that my child arrives at school on time, completes a full day of school, and is not absent without a justifiable cause. I/we will monitor my child's attendance and tardies to ensure compliance with state attendance requirements.
- b. I/we will provide transportation to and from school for my child.
- c. I/we shall drop off my child in the location and manner designated by the school. My child shall be dropped off in a timely manner to allow him/her to arrive in his/her classroom at the start of homeroom.

Specifically: *(Parent/Guardian must initial each item)*

- I/we shall not drop off my/our child before the scheduled time appropriate for grade level, as determined by school policy. Parent/Guardian: _____
- I/we will not arrive for pickup prior to scheduled time appropriate for grade level, as determined by school policy (e.g. no early stacking down the street)
Parent/Guardian: _____
- I/we will have our car sign visible the entire time on campus during dismissal. The car sign will be the correct color and will indicate my child's name and grade level.
Parent/Guardian: _____
- I/we understand that using a mobile phone in car line during drop-off or dismissal is prohibited because it is a safety issue that puts parents, staff and students in danger.
Parent/Guardian: _____
- I/we understand that no child will be released as a walker/biker without the completed

“Walker/Biker Registration Form”. I/we also understand that once a Walker/Biker Registration Form is completed, my child must walk/bike all the way home and not be picked up after leaving school grounds.

Parent/Guardian: _____

- I/we expressly agree that Early Dismissal/Sign-Out ends at 2:30 pm each school day for Elementary grades and 3:15 for middle grades and no child can be dismissed from school early after that time. Parents shall not schedule student appointments that require student to be released after this time. Parent/Guardian: _____

4. Code of Conduct

- a. The undersigned agree to adhere to school operations guidelines (e.g., drop off and pick-up rules and procedures, early dismissal, dress code requirements).
- b. The undersigned agree to purchase required school uniforms for registered student from the specified vendor and ensure student(s) are dressed in the required school uniform every day (including appropriate shoes, hair, & outerwear).
- c. The undersigned agree to provide lunch or purchase lunch from the school-approved service provider for my child each day.
- d. The undersigned has reviewed the Student Code of Conduct and understands the guidelines and expectations of being a respectful, courteous and polite member of the Imagine School at Broward community.
- e. The undersigned is aware that committing any of the following infractions may result in the dismissal of registered student from Imagine School at Broward and/or future registration for said student:
 - ❖ Disruptive behavior or actions posing any threat or danger to him/herself or anyone else;
 - ❖ Earning a third school detention or school suspension;
 - ❖ Bullying or witnessing bullying without reporting the action to an Imagine School at Broward staff member;
 - ❖ Defacing or destroying school property;
 - ❖ Carrying any weapon or threatening a person with a weapon (whether or not the weapon is actually carried by the student).
 - ❖ Misbehaving or causing unsafe conditions while in school or on a school field trip;
 - ❖ Falsifying any document submitted to the school, or failing to provide complete and accurate information as required on a school-provided form.
 - ❖ I/we understand that failure to comply with Imagine Broward & Broward County dress code may result in disciplinary action.

5. School Service Hour Program

- a. The undersigned agree to participate in the school service program and will participate in 30 hours of service to the school over the course of the academic school year for the first enrolled child. The undersigned will contribute 10 hours of service for each additional registered child.

I/we understand and agree that Imagine School at Broward is a school of choice & if the terms and conditions described above are not fulfilled the registered student may be dismissed from Imagine School at Broward and/or lose the privilege of registering my child for any future school year. Failure to sign is not an exemption from the policy.

I/we understand and agree to be bound by the terms and conditions of this Contract.

*Parent/Guardian
Signature*

*Parent/Guardian
Signature*

Printed Name

Date

Printed Name

Date

*Registered Student
Signature*

*Registered Student
Printed Name*

ADDENDUMS

A. SUMMARY OF 2016 LEGISLATION AFFECTING CHARTER SCHOOLS

B. IMAGINE SCHOOL AT BROWARD LOTTERY/WAITLIST PROCEDURES